



## Upper Saddle River Board of Education

395 West Saddle River Road  
Upper Saddle River, NJ 07458

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

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

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**September 16, 2024**  
**Bogert School Gym**  
**391 West Saddle River Road**  
**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. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

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|------|--|-----------------|
| I.   | Call to order and roll call            | Mrs. Gandara    |
| II.  | Flag salute and Pledge of Allegiance   | Mrs. Gandara    |
| III. | Opening statement by presiding officer | Mrs. Gandara    |
| IV.  | <b>REPORTS</b>                         |                 |
| A.   | Superintendent's Report                | Dr. Schoen      |
| B.   | Board Secretary's Report               | Mrs. Imbasciani |
| C.   | Board President's Report               | Mrs. Gandara    |
| D.   | Student Representative's Report        | Miss Batla      |
| E.   | Committee Reports                      | Chairpersons    |
|      | Education                              | Mr. Quagliani   |
|      | Finance/Negotiations                   | Mrs. Wenberg    |
|      | Infrastructure                         | Mr. Mehegan     |

Personnel	Dr. Verducci
Policy/Governance	Mrs. Ginsberg
Student Success	Mrs. Gandara
School Boards Liaison	Dr. Verducci

F. USREF Report Mrs. Tedd

G. USRPTO Report Mrs. McGovern

V. **PUBLIC COMMENT** (limited to comments on agenda items only)

VI. **PRESENTATIONS**

1. New Staff Introductions Mr. Kaplan, Mrs. Severs, Mr. McCusker

2. 2024 Access 2.0 Performance Summary Dr. Schoen

VII. **ADMINISTRATION - SUMMER** Dr. Schoen

This motion will be one motion for approval which will be formalized at this meeting. This item has been approved by the Superintendent as per the June 10, 2024 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 2024/25 school year and to be affirmed at the September 16, 2024 Board Meeting.”

A. Approve the following Resolution:

#### **RESOLUTION**

##### **Shared Services Agreement for Special Police Officer III (SLEO III) 2024/2025 School Year**

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. seq. (hereinafter referred to as the “Act”), authorizes public entities to enter into a contract with each other to share services which the entities are empowered to provide or receive within their own jurisdiction, including services incidental to the primary purposes of any of the participating public entities; and

**WHEREAS**, pursuant to the Act, the Upper Saddle River Board of Education, (hereinafter referred to as the “Board”) and the Borough of Upper Saddle River (hereinafter referred to as the “Borough”), wish to enter into an agreement with one another wherein the Upper Saddle River Police Department will hire, subject to the terms of the Agreement, and make available one (1) Special Police Officer III (SLEO III) to the Upper Saddle River School District, as specified under the terms of the attached agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the attached Shared Services Agreement with the Borough.

**BE IT FURTHER RESOLVED** that the Board President and the Board Secretary/Business Administrator are authorized to sign the Shared Services Agreement and such other documents as are necessary to effectuate the terms of this Resolution.

**BE IT FURTHER RESOLVED** that the Shared Services Agreement shall be filed and open for public inspection at the Administrative Offices of the Board.

VIII. **ADMINISTRATION** Dr. Schoen

This motion will be one motion that encompasses items A through J 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 2024/25 school year.

- E. Approve the District Goals for the 2024/25 school year:

1. **English Language Arts**  
Improve student achievement on the New Jersey Student Learning Assessment (NJSLA) for English Language Arts.
2. **Math**  
Improve student achievement on the New Jersey Student Learning Assessment (NJSLA) for Math.
3. **Social-Emotional Learning**  
To develop and support skills that help students become more successful in school and in the community. Skills include self-awareness, self-management, responsible decision-making, relationship skills, and social awareness. Students with strong social-emotional skills are better able to cope with challenges and benefit academically, socially, and emotionally.

- F. Approve the School Parent Compact for the FY25 Title 1 Grant.

- G. Approve the School Nursing Services Plan for the 2024/2025 school year.

- H. Approve the Codes of Conduct for the 2024/25 school year.

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

Policy 0141	Board Member Number and Term (Revised)
Policy 0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
Policy 2200	Curriculum Content (M) (Revised)
Policy 3160	Physical Examination (M) (Revised)
Policy 4160	Physical Examination (M) (Revised)

Policy 5111	Eligibility of Resident/Nonresident Students (Revised)
Policy 5337	Service Animals (Revised)
Policy 5350	Student Suicide Prevention (M) (Revised)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy 8467	Firearms and Weapons (M) (Revised)
Policy 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)
Regulation 3160	Physical Examination (M) (Revised)
Regulation 4160	Physical Examination (M) (Revised)
Regulation 5200	Attendance (M) (Revised)
Regulation 8467	Firearms and Weapons (M) (Revised)

- J. Approve the Sidebar Agreement between the Upper Saddle River Board of Education and the Upper Saddle River Education Association for creation of three (3) Teacher-in-Charge stipend positions for the 2024/25 school year. A copy of the Sidebar Agreement is on file at the Board Office.

IX. **PERSONNEL - SUMMER**

Dr. Schoen

**This motion will be one motion that encompasses items A through I and their approval will be formalized at this meeting. These items have been approved by the Superintendent as per the June 10, 2024 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 2024/25 school year and to be affirmed at the September 16, 2024 Board Meeting.”**

A. Create

1. Create one 1.0 FTE K-8 Intervention Teacher, effective from September 1, 2024 through June 30, 2025.

B. Job Description

1. K-8 Intervention Teacher, effective September 1, 2024 through June 30, 2025. (New)

C. Resignations

1. Accept the resignation of Lauren Foca, LDT-C, effective September 1, 2024.

D. Leaves

1. Approve a paid intermittent leave of absence for Employee ID #0095, effective September 9 through December 20, 2024.
2. Approve a paid medical leave of absence and unpaid Family and Medical (FMLA) leave of absence for Employee #0755, effective September 1, 2024 through approximately November 22, 2024.
3. Approve a paid medical leave for Employee #0568, effective September 1 through September 30, 2024.

E. Appointments

1. Appoint Barbara Aragona to the position of Lunch Aide at Bogert School, effective September 1, 2024, subject to the satisfactory completion of the criminal history records check required by law.
2. *Rescind the following appointment approved at the June 3, 2024 Board of Education meeting:*  
Appoint Ashley Clark to the position of ABA Paraprofessional at Cavallini Middle, Step 11, plus ABA stipend, effective September 1, 2024.



3. Appoint Ashley Clark to the position of Special Education Teacher at Cavallini Middle School, MA, Step 7, effective September 1, 2024.
4. Appoint Alexis DePeri to the position of ABA Paraprofessional at Cavallini Middle School, Step 10, plus ABA stipend, effective September 1, 2024, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Thomas Farrell to the position of long term, per diem leave replacement 3rd Grade Classroom Teacher at Bogert School, effective September 1, 2024 through approximately November 15, 2024, subject to the satisfactory completion of the criminal history records check required by law.
6. Appoint Eleanor Julien to the position of long term, per diem Paraprofessional at Reynolds School, effective September 4, 2024 through approximately November 25, 2024, subject to the satisfactory completion of the criminal history records check required by law.
7. *Rescind the following appointment approved at the July 17, 2024 Board of Education meeting:*  
Appoint Julianna Lelli to the position of long term per diem leave replacement Special Education Teacher at Bogert School, effective September 1, 2024 through approximately November 25, 2024, subject to the satisfactory completion of the criminal history records check required by law.
8. Appoint Mary Elizabeth McGuire to the position of Paraprofessional at Cavallini Middle School, Step 12, effective September 1, 2024, subject to the satisfactory completion of the criminal history records check required by law.
9. Appoint Kristine Mollema to the position of long term, per diem leave replacement Special Education Teacher at Bogert School effective September 1, 2024 through approximately November 25, 2024, subject to the satisfactory completion of the criminal history records check required by law.
10. *Rescind the following appointment approved at the July 17, 2024 Board of Education meeting:*  
Appoint Ashley Schumacher to the position of long term, per diem leave replacement 3<sup>rd</sup> Grade Classroom Teacher at Bogert School, effective September 1, 2024 through approximately November 15, 2024, subject to the satisfactory completion of the criminal history records check required by law
11. Appoint Ashley Schumacher to the position of long term 5th grade classroom teacher, MA, Step 1, effective September 1, 2024 through June 30, 2025, subject to the satisfactory completion of the criminal history records check required by law.
12. Appoint Meagan Carr to the position of ACE Team Member for the 2024 school year. \$20.00/hr
13. Appoint Julie Fallon to the position of ACE Team Member for the 2024/25 school year. \$22.00/hr
14. Appoint Victor Fernandez to the position of ACE Team Member for the 2024/25 School year. \$16.00/hr

15.	Appoint Josephine Griffith to the position of ACE Team Member for the 2024/25 school year.	\$22.00/hr
16.	Appoint Tyler Halperin to the position of ACE Team Member for the 2024/25 school year.	\$16.00/hr
17.	Appoint Linda Ho to the position of ACE Team Member for the 2024/25 school year.	\$22.00/hr
18.	Appoint Helaine Kleinman to the position of ACE Team Member for the 2024/25 school year.	\$22.00/hr
19.	Appoint Jason Lieberman to the position of ACE Team Member for the 2024/25 school year.	\$16.00/hr
20.	Appoint Gabriella Luque to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr
21.	Appoint Hope Mauro to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr
22.	Appoint Mary Ellen O'Doherty to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr
23.	Appoint Emily Pushnya to the position of ACE Team Member for the 2024/25 school year.	\$16.00/hr
24.	Appoint Donna Reilly to the position of ACE Team Member for the 2024/25 school year.	\$22.00/hr
25.	Appoint Nancy Schondorf to the position of ACE Team Member for the 2024/25 school year.	\$22.00/hr
26.	Appoint Lauri Stein to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr
27.	<i>Rescind the following ACE Appointment approved at the June 10, 2024 Board of Education meeting:</i> Appoint Constantina Apostolou to the position of ACE Team Member for the 2024/25 school year.	\$16.00/hr
28.	Appoint Constantina Apostolou to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr
29.	<i>Rescind the following ACE Appointment approved at the June 10, 2024 Board of Education meeting:</i> Appoint Stella Freedberg to the position of ACE Team Member for the 2024/25 school year.	\$16.00/hr
30.	Appoint Stella Freedberg to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr
31.	<i>Rescind the following ACE Appointment approved at the June 10, 2024 Board of Education meeting:</i> Appoint Isha Korgaonkar to the position of ACE Team Member for the 2024/25 school year.	\$16.00/hr
32.	Appoint Isha Korgaonkar to the position of ACE Team Member for the 2024/25 school year.	\$20.00/hr



F. Change in Assignment:

1. Approve the transfer of Alexandra Byrne from Special Education Teacher at Cavallini Middle School to Learning Disabilities Teacher-Consultant at Cavallini Middle School, effective September 1, 2024.
2. Approve the transfer of Alana Capogrosso from 5th Grade classroom Teacher at Bogert School to K-8 Intervention Teacher, effective September 1, 2024 through June 30, 2025.

G. Lateral Guide Move (not applicable)

H. Student Teachers/Interns

1. Approve Meagan Carr as a student intern at Reynolds School for the 2024/25 school year.
2. Approve Olivia Goodell as a student intern at Bogert School for the 2024/25 school year.
3. Approve Ashley Kish as a student intern at Reynolds School for the 2024/25 school year.
4. Approve Samantha Levine as a student intern at Bogert School for the 2024/25 school year.
5. Approve Gabriella Luque as a student intern at Reynolds School for the 2024/25 school year.
6. Approve Hope Mauro as a student intern at Reynolds School for the 2024/25 school year.

I. Substitutes

1. Approve James D'Arecca as a substitute teacher/paraprofessional for the 2024/25 school year. Mr. D'Arecca holds a NJ substitute Teaching certificate.
2. Approve Olivia Goodell as a substitute teacher/paraprofessional for the 2024/25 school year. Ms. Goodell holds a NJ Substitute Teaching Certificate.
3. Approve Hajro Kasapi as a substitute custodian for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law.
4. Approve Ashley Kish as a substitute teacher/paraprofessional for the 2024/25 school year. Ms. Kish holds a NJ Substitute Teaching Certificate.
5. Approve Samantha Levine as a substitute teacher/paraprofessional for the 2024/25 school year. Ms. Levine holds a NJ Substitute Teaching Certificate.
6. Approve Gabrielle Luque as a substitute teacher/paraprofessional for the 2024/25 school year. Ms. Luque holds a NJ Substitute Teaching Certificate.
7. Approve Hope Mauro as a substitute teacher/paraprofessional for the 2024/25 school year. Ms. Mauro holds a NJ Substitute Teaching Certificate.

X. PERSONNEL

Dr. Schoen

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

A. Create

1. Create three (3) Teacher-in-Charge Stipend positions, effective September 17, 2024.

B. Job Descriptions

1. Pre-K - 5 Dean of Students (Revised)
2. 6-8 Assistant Principal (Revised)
3. Teacher-in-Charge (New)

C. Resignations (not applicable)

D. Leaves

1. Approve a paid medical leave and unpaid Family and Medical Leave and NJ Family Leave for Employee #1815, effective on or about November 1, 2024 through approximately March 14, 2025.

E. Appointments

1. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Appoint Gianna Apicella as Affirmative Action Officer for the 2024/25 school year.
2. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Appoint Gianna Apicella as the 504 District Coordinator for the 2024/25 school year.
3. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Appoint Gianna Apicella as the ADA District Coordinator for the 2024/25 school year.
4. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Approve the Affirmative Action Team for the 2024/25 school year:

Gianna Apicella  
Stefanie Slacin

Nadia Balsamo  
Brigette Uzar

Colette Dunn

5. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Appoint the ESSER Committee for the 2024/25 school years as follows:

Gianna Apicella

Amy D'Ambola

Dana Imbasciani

6. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Appoint Katherine Baker as Attendance Officer for the 2024/25 school year.
7. *Rescind the following appointment approved at the June 10, 2024 Board of Education Meeting:*  
Appoint Katherine Baker as Homeless Liaison for the 2024/25 school year.
8. Appoint Carrieann DeVito as Affirmative Action Officer for the 2024/25 school year.
9. Appoint Carrieann DeVito as the 504 District Coordinator for the 2024/25 school year.
10. Appoint Carrieann DeVito as the ADA District Coordinator for the 2024/25 school year.



11. Approve the Affirmative Action Team for the 2024/25 school year:
 

Nadia Balsamo	Carrieann DeVito	Colette Dunn
Stefanie Slacin	Brigette Uzar	
12. Appoint the ESSER Committee for the 2024/25 school years as follows:
 

Amy D'Ambola	Carrieann DeVito	Dana Imbasciani
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13. Appoint David Kaplan as the Anti-Bullying District Coordinator for the 2024/25 school year.
14. Appoint Rosemarie Malloy as the Anti-Bullying Specialist for the Reynolds and Bogert Schools for the 2024/25 school year.
15. Appoint Salliann Ran as the Anti-Bullying Specialist for the Cavallini Middle School for the 2024/25 school year.
16. Appoint Salliann Ran as the Title IX Coordinator for the 2024/25 school year.
17. Appoint Alexis Yotka as Attendance Officer for the 2024/25 school year.
18. Appoint Alexis Yotka as Homeless Liaison for the 2024/25 school year.
19. Appoint the following SCiP Committee at Reynolds School for the 2024/2025 school year:
 

Alexandra Alberta	Mara Bunting	Rosemarie Malloy
Devin Severs	Krystal Whitmore	
20. Appoint the following SCiP Committee at Bogert School for the 2024/2025 school year:
 

Philip D'Anna	David Kaplan	Rosemarie Malloy
Jessica McFaul		
21. Appoint the following SCiP Committee at Cavallini Middle School for the 2024/2025 school year:
 

Danielle Dorn	James McCusker	Salliann Ran
Lyndsey Stickerling		
22. Appoint Claudia Altinel to the position of ACE Team Member for the 2024/25 school year. \$20.00/hr
23. Appoint Mary Arber to the position of ACE Team Member for the 2024/25 school year. \$22.00/hr
24. Appoint Neave Cummings to the position of ACE Team Member for the 2024/25 school year. \$16.00/hr
25. Appoint Lilah Lenkowsky to the position of ACE Team Member for the 2024/25 school year. \$16.00/hr
26. Appoint Jennifer Ranges to the position of ACE Team Member for the 2024/25 school year. \$22.00/hr
27. The following staff members are recommended for the positions listed below for the 2024/25 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	Marissa Hopson	\$3,000.00
Grade Four	Jamie Drucker	\$3,000.00
Grade Five	Heather Walker	\$3,000.00
Grade Six	Stephanie Chamberlin	\$3,000.00
Grade Seven	Aimee Aslanian	\$3,000.00
Grade Eight	Lyndsey Stickerling	\$3,000.00
<b>SPECIAL TEACHERS</b>		
Teacher-in-Charge - Reynolds	Philip D’Anna	\$1,250.00
Teacher-in-Charge - Bogert	Emily Whitman	\$1,250.00
Teacher-in-Charge - Cavallini	Danielle Dorn	\$625.00
“ (Split)	Lyndsey Stickerling	\$625.00
Specialist K-2	Christina Cucci	\$1,500.00
“ (Split)	Valerie Kersting	\$1,500.00
Specialist 3-5	Kristin Law	\$1,500.00
“ (Split)	Annamarie Zimmermann	\$1,500.00
Certified School Nurse	Ailish Fillis	\$3,000.00
Unified Arts	Jennifer Kruter	\$3,000.00
<b>ADVISORS</b>		
Reynolds Board Games & Activities (Level B)	Brian Walis	\$930.00
Reynolds Green Team Environmental Club (Level A)	Kristen Rohdieck	\$1,650.00
Reynolds Rocketeers (Level A)	Stefanie Slacin	\$825.00
“ (Split)	Marci Titunick	\$825.00
Bogert Art Club (Level A)	Annamarie Zimmermann	\$1,650.00
Bobcat Buddies (Level A) (To be Reimbursed by YGC)	Sara Senger	\$1,650.00
Bogert Chorus (Level A)	Nathan Bischoff	\$1,650.00
Bogert Environmental Club (Level B)	Maura Telfer	\$930.00
Bogert Musical Director	Nathan Bishoff	\$3,000.00
Bogert Head Assistant Musical Director	Angelina Aragona	\$1,650.00
Bogert Assistant Musical Director	Jodi Costa	\$1,500.00
Bogert Newspaper (Level A)	Alana Capogrosso	\$825.00
“ (Split)	Jamie Drucker	\$825.00
Bogert Running Club (Level B)	Madelyn Barrow	\$465.00
“ (Split)	Shea Darienzo	\$465.00
Bogert School Store (Level B)	Samantha Liggio	\$465.00
“ (Split)	Dyonna Pagliocca	\$465.00
Bogert Student Council (Level A)	Jamie Drucker	\$825.00
“ (Split)	Sarah Shetsen	\$825.00



COACHES		
Athletic Director	Erik Schlemm	\$3,000.00
Boys' Basketball	Jason Dates	\$3,000.00
Cross Country	Erik Schlemm	\$2,000.00
“ (Split)	James D'Arecca	\$1,000.00
Intramurals	Erik Schlemm	\$3,000.00
Boys' Soccer	Jason Dates	\$3,000.00
Girls' Soccer	Samantha Chajkowsky	\$3,000.00
Volleyball	Julia Thomas	\$3,000.00
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	Danielle Hoffman (70%)	\$721.00
“ (Split)	Carol Krebs (30%)	\$309.00
Reynolds Hall Duty	Josephine Griffith	\$1,030.00
Reynolds Hall Duty	Eda-Marie Carmilani	\$1,030.00
Reynolds Hall Duty	Jacqueline Holder	\$1,030.00
Reynolds Hall Duty	Renee Yuhas (90%)	\$927.00
“ (Split)	Eleanor Julian (10%)	\$103.00
Reynolds Hall Duty	Nicole Christensen	\$1,030.00
Reynolds Hall Duty	Katie Maphis	\$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	Jennifer Ranges	\$1,030.00
Reynolds Crossing Guard Duty (a.m.)	Brian Walis	\$2,700.00
Bogert Crossing Guard Duty (a.m.)	Jodi Costa	\$2,700.00
Cavallini Hall Duty	Matthew Franklin	\$1,030.00
Cavallini Hall Duty	Helaine Kleinman	\$1,030.00
Cavallini Hall Duty	Donna Reilly	\$1,030.00
LUNCH DUTY - \$22/day		
Reynolds		
Carey Goralski	Josephine Griffith	Mary Lavelle
Tracy Nussman	Kristen Rohdieck	Maureen VanBlarcom
Renee Yuhas		
Substitutes for Reynolds Lunch Duty		
Alexandra Alberta	Meredith Ardito	Stacy Brandt
Kristen Byrne	Eda-Marie Carmilani	Michelle Carucci
Kim Casey	Nicole Christensen	Suzanne Cook
Emily Cooper	Christina Cucci	Kelly Diverio
Peggy Dobrinski	Kristen Groen	Danielle Hoffman
Jacqueline Holder	Sarah Khalessi	Carol Krebs

Carolyn Lane	Katie Maphis	Elissa Mark
Tina Murphy	April Quinones	Carlos Ramirez
Tara Reilly	Bina Rivard	Heidi Rockwell
Kristen Rohdieck	Stefanie Slacin	Sarah Soojian
Elayne Stern	Carol Stevens	Kimberly Szabo
Christine Vido	Brian Walis	Lindsey Walker
Alexis Yotka		
<b>Bogert</b>		
Joan Aufiero	Kim Casey	Jodi Costa
Meghan Ennis	Julie Fallon	Janelle Klos
Kristine Mollema	Sean O'Connor	Jill Powers
Deborah Rodas	Nancy Schondorf	Dana Sileo
Aurela Sokoli	Elayne Stern	Emily Whitman
Allison Zakrzewski	Erika Zeccardi	Anna Zimmermann
<b>Cavallini</b>		
Alexandra Byrne	Jason Dates	Alexis DePeri
Mary Dixon	Helaine Kleinman	Kristen Nicholas
Melvin Phillips	Donna Reilly	James Smith
Lyndsey Stickerling		
<b>Substitutes for Cavallini Lunch Duty</b>		
Aimee Aslanian	Allison Au	Katherine Baker
Heather Balji	Jessica Berrios	Maria Bevia
Stephanie Chamberlin	Samantha Chajkowsky	Paul Cirone
Ashley Clark	Emily Cooper	Margaret Donnelly
Danielle Dorn	Matthew Franklin	Jennifer Gareffa
Caitlin Gervasio	Catherine Gonzales	Tracy Goodman
James Gorab	Caitlin Graf	Cynthia Haas
Jennifer Haveman	Joann Hayden	Ryan Hickey
Linda Ho	Patricia Kramer	Jennifer Kruter
Jonathan Kulhawy	Lauren Larco	Rachel Leonard
Margaret Maquet	Kristin Martin	Nicole Mascetti
Mary Elizabeth McGuire	Catherine Merritt	Jennifer Moss
Jessica Pike	Megan Picciurro	Mora Popeil
Deborah Princiotto	Erik Schlemm	Erica Stearns
Catherine Teehan	Julia Thomas	Max Tripodi
Eileen Tyburczy	Brigitte Uzar	Alison Vanasse

F. Change in Assignment (not applicable)

G. Lateral Guide Move

1. Approve a lateral guide move for Catherine Suzanne Cook, Spanish Teacher, from BA to BA+30, effective September 1, 2024.



## H. Substitutes

1. Approve Olivia Raia as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Raia's NJ Substitute Teaching Certificate is pending.

## XI. FINANCE - SUMMER

Mrs. Imbasciani

This motion will be one motion that encompasses items A through P as per the June 10, 2024 Resolution "authorizing the Business Administrator/Board Secretary to pay bills during the months of July and August 2024. These payments will be approved at the next regularly scheduled meeting."

## A. Approve the Minutes of the following Board meetings:

June 3, 2024 (Special Meeting)  
 June 10, 2024 (Regular Meeting)  
 June 13, 2024 (Retreat)  
 June 20, 2024 (Special Meeting)  
 June 22, 2024 (Special Meeting)  
 June 26, 2024 (Special Meeting)

## B. Approve the Bills List for July 2024 as follows:

10	General Current Expense	\$8,781.07
11	General Current Expense	\$1,725,201.85
12	Capital Outlay	\$93,975.69
20	Special Revenue Funds	\$2,209.00
30	Capital Projects Funds	\$801,893.60
60	Trust Fund	\$3,541.68
	Total	\$2,635,602.89

## C. Approve the Bills List for August 2024 as follows:

10	General Current Expense	\$8,301.30
11	General Current Expense	\$1,216,883.88
12	Capital Outlay	\$13,060.85
20	Special Revenue Funds	\$40,631.23
30	Capital Projects Funds	\$709,820.58
60	Trust Fund	\$4,437.67
	Total	\$1,993,135.51

## D. Approve the Transfers for June, July and August 2024.

## E. Accept two (2) tuition students, whose names are on file in the Board Office, for the 2024/25 school year.

## F. Approve Application for Payment #2 for KDP Developers Inc. for the Septic Field Replacement at Bogert School, in the amount of \$85,690.00.

## G. Approve Application for Payment #3 for KDP Developers Inc. for the Septic Field Replacement at Bogert School, in the amount of \$349,730.58.

## H. Approve the Septic Field Replacement at Bogert School Change Order #1 for KDP Developers Inc. for additional work required in the amount of \$30,000.00. This amount will be taken out of the allowance for the project and will not increase the contract cost.

## I. Approve the Septic Field Replacement at Bogert School Change Order #2 for KDP Developers Inc., for additional work to decommission a sewage pit that is no longer operational and convert to a gravity system, in the amount of \$29,073.77. This will add \$29,073.77 to the original contract cost. The new contract cost for this project will be \$803,473.77.

- J. Approve Application for Payment #3 for Laumar Roofing Company, Inc. for the Partial Roof Replacement at Bogert School, in the amount of \$191,100.
- K. Approve Application for Payment #4 for Laumar Roofing Company Inc. for the Partial Roof Replacement at Bogert School, in the amount of \$83,300.00.
- L. Approve the Partial Roof Replacement at Bogert School Change Order #1 for Laumar Roofing Co., Inc., to supply and install six (6) additional roof drains and replace the drywall above the drop ceiling, in the amount of \$16,849.00. This amount will be deducted from the allowance for the project and will not increase the contract cost.
- M. Approve the Partial Roof Replacement at Bogert School Change Order #2 for Laumar Roofing Co., Inc., for repairs made by the owner due to damage caused by the contractor, in the amount of \$1,481.94. This amount will be credited back to the allowance for the project and will not increase the contract cost.
- N. Approve the purchase of ten (10) iMac desktops and twenty (20) MacBook Pro laptops, all with 4-Year AppleCare, from Apple, in the amount of \$59,440.00. (Pricing as per ESC/Ed Data 12158)
- O. Approve D&L Paving Contractors, Inc., to furnish all equipment, labor, and material necessary to complete the Bogert Playground Paving Project, in the amount of \$33,000.00. (Pricing as per EDS Contract #10980)
- P. Approve the purchase of twenty-four (24) FM Systems, for use throughout the district, from Sonova USA Inc, in the amount of \$30,318.11.

## XII. FINANCE

Mrs. Imbasciani

This motion will be one motion that encompasses items A through N 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:
  - July 17, 2024 (Special Meeting)
  - August 12, 2024 (Special Meeting)
  - August 29, 2024 (Special Meeting)
- B. Accept two (2) tuition students, whose names are on file in the Board Office, for the 2024/25 school year.
- C. Accept two (2) Integrated Preschool students, whose names are on file in the Board Office, for the 2024/25 school year.
- D. Approve the submission of the FY25 ESEA Grant Application.
- E. Accept funding for the FY25 ESEA Grant as follows:
 

Title I Part A	\$33,528
Title IIA	\$14,441
Title IV	\$10,000
- F. Refuse FY25 ESEA Title III monies.
- G. Approve the submission of the FY25 IDEA Basic and IDEA Preschool Grant applications.
- H. Approve funding for the FY25 IDEA Grant as follows:
 

Preschool Handicapped	\$13,440
Part B Basic	\$251,158



- I. Approve FY25 IDEA Grant expenditures as follows:

	% of Salary	Amount
1. <b>Preschool Handicapped</b>		
Vido	53%	\$13,440
2. <b>Part B Basic</b>		
Aufiero	100%	\$24,705
Kasnia-Flood	100%	\$24,705
Mark	99%	\$27,437
O'Connor	100%	\$24,705
Popeil	100%	\$24,311
Princiotto	100%	\$24,311
Quinones	100%	\$25,648
Rohdieck	100%	\$26,148
Sileo	100%	\$21,877
Sokoli	100%	\$27,311

- J. Approve the Annual Contract for Hospital Instruction with Bergen County Special Services School District (BCSS) for the 2024/25 school year.
- K. Approve the Annual Contract for Audiological Services with Bergen County Special Services School District, Educational Enterprises Division, for four (4) students, whose names are on file in the Board Office, for the 2024/25 school year.
- L. Approve the Annual Contract for TOD (Teacher of the Deaf) Services with Bergen County Special Services School District, Educational Enterprises Division, for four (4) students, whose names are on file in the Board Office, for the 2024/25 school year.
- M. 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 Pine Hill Tree Services, LLC (hereinafter referred to as "Pine Hill" or the "Contractor") to provide snow removal services for the 2042-25 school year at a cost of \$72,000.00; and

**WHEREAS**, based upon its experience, Pine Hill 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 1, 2023; 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 Pine Hill 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.

N. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Travel Cost
Integrating Primitive Reflexes in a School-Based Setting: Screenings, Compensation Techniques, and Treatment Strategies (Online)	TBD (On-Demand)	Nicole Fennell	\$250.00	\$0.00
Bergen County Consortium for Teachers of the Gifted Paramus, NJ	September 20, 2024	Erica Stearns	\$0.00	\$0.00
Conquer Math Pompton Plains, NJ	September 25, 2024	Shannon Monaghan	\$190.00	\$21.90
New Superintendent's Academy (Online)	September 26, 2024 November 19, 2024 December 10, 2024 January 15, 2025 February 27, 2025 May 8, 2025	David Kaplan	\$0.00	\$0.00
Conquer Math Pompton Plains, NJ	September 27, 2024	Alyssa Padilla	\$190.00	\$14.41
Bergen County Association of School Security Professionals Meetings Paramus, NJ	October 16, 2024 February 5, 2025 May 21, 2025	David Kaplan	\$0.00	\$25.09
NJ Science Convention Princeton, NJ	October 16, 2024	Lindsey Stickerling	\$200.00	\$63.92
Annual SNAP Conference Hackensack, NJ	October 17, 2024	David Kaplan	\$0.00	\$0.00
Art Educators of NJ Conference Princeton, NJ	October 17-18, 2024	Lauren Larco Heidi Rockwell Anna Zimmermann	\$315.00 \$315.00 \$315.00	\$355.50 \$355.50 \$355.50
NJ International Dyslexia Association Fall Conference Somerset, NJ	October 18, 2024	Alexandra Byne Lindsey Walker	\$325.00 \$225.00	\$52.83 \$0.00
NJCSS Annual Conference: "Challenges, Past, Present & Future" Piscataway, NJ	October 21, 2024	Tracy Goodman James Smith Catherine Teehan Eileen Tyburczy	\$90.00 \$0.00 \$90.00 \$90.00	\$60.00 \$0.00 \$0.00 \$51.14
NJ School Boards Convention Atlantic City, NJ	October 21-24, 2024	C. Lauren Schoen	\$550.00	\$801.00
Conquer Math Pompton Plains, NJ	October 24, 2024	Shannon Monaghan	\$190.00	\$21.90
NJPSA Mentor Recertification (Online)	October 25, 2024	Devin Severs	\$0.00	\$0.00
Instructional Coaching Group: Empowering Educators to Keep Kids First (Online)	October 27-29, 2024	Erika Zeccardi	\$449.00	\$0.00
Conquer Math Pompton Plains, NJ	October 28, 2024	Alyssa Padilla	\$190.00	\$14.41
Instructional Coaching Through Change: Supporting Teachers in Action (Online)	January 16 - February 26, 2025 (6 week program - no absences)	Erika Zeccardi	\$399.00	\$0.00



NJASBO Current Purchasing Issues & Federal Procurement Update Whippany, NJ	March 27, 2025	Dana Imbasciani	\$145.00	\$22.00
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**XIII. PUBLIC COMMENT**

**XIV. ADJOURNMENT**

Mrs. Gandara

### 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of seven members.

-  
The term of a Board member shall be three years.-

-  
~~The term, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each~~ Board member appointed to fill a vacancy shall ~~be from the member's appointment to serve until~~ the organizational meeting following the next annual election. ~~Any vacancy for the remainder of the term shall be filled at unless the next annual school election, except that~~

-  
1. — ~~A~~ Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding ~~an such election if the~~ annual election ~~occurring is held~~ in April, ~~to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy; or~~

-  
2. — ~~A Board member appointed to fill a vacancy~~ occurring after the third Monday in July ~~for an annual if the~~ election ~~occurring is held~~ in November, to fill a term extending beyond ~~the next such~~ election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.-

-  
Any, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

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

Adopted: 19 May 2008

Revised: 16 June 2014





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

Program  
2200/Page 1 of 3  
CURRICULUM CONTENT (M)

### 2200 CURRICULUM CONTENT (M)

#### M

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

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

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board. In accordance with law, the curriculum~~ shall, as a minimum, include the curricular mandates of N.J.S.A. 18A — Education and N.J.A.C. 6 and 6A — Education, and ~~all of the New Jersey Core Curriculum Content~~ Student Learning Standards ~~and Cumulative Progress Indicators.~~

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

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

~~The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:~~

1. ~~Preparation of all students for employment or post-secondary study upon graduation from high school;~~



- ~~2. — Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;~~  
-
- ~~3. — Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy No. 2530;~~  
-
- ~~4. — Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~  
-
- ~~5. — A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~  
-
- ~~6. — Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~  
-
- ~~7. — Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~  
-
- ~~8. — Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~  
-
- ~~9. — Career awareness and exploration as required, and vocational education as appropriate;~~  
-
- ~~10. — Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~  
-
- ~~11. — Instruction in accident and fire prevention;~~  
-





~~12. — A substance abuse prevention program;~~

~~-~~

~~13. — A program for family life education; and~~

~~-~~

~~14. — Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

~~-~~

~~All curriculum and courses of study are available via a link from the district's website to the Regional Office of Curriculum and Instruction Website.~~

~~-~~

~~-~~

N.J.S.A. 18A:~~6-2; 18A:6-3; 18A:~~35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey ~~Core Curriculum Content~~Student Learning Standards

~~-~~

~~-~~

Adopted: 19 May 2008

Revised: 20 June 2016



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

Teaching Staff Members  
3160/Page 1 of 33  
PHYSICAL EXAMINATION (M)

### 3160 PHYSICAL EXAMINATION (M)

M

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

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

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

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

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

School employee





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members  
3160/Page 2 of 33  
PHYSICAL EXAMINATION (M)

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

The-

~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

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

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

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

~~Additional individual~~

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

42 ~~U.S.C.A.~~ USC 12101

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



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members  
3160/Page 3 of ~~33~~  
PHYSICAL EXAMINATION (M)

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

Adopted: 19 May 2008  
Revised: 19 June 2017  
Revised: 29 January 2018





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
R 3160/Page 1 of 6  
PHYSICAL EXAMINATION (M)

### R 3160 PHYSICAL EXAMINATION (M)

#### M

##### A. Definitions

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

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

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



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
R 3160/Page 2 of 6  
PHYSICAL EXAMINATION (M)

- (2) Current health problems;
- 
- (3) Allergies; and
- 
- (4) A record of immunizations.

b. A health screening shall include, but is not limited to:

- 
- (1) Height;
- 
- (2) Weight;
- 
- (3) Pulse and respiratory rate;
- 
- (4) Hearing screening;
- 
- (5) Blood pressure;
- 
- (6) Vision screening;
- 

### C. Medical Requirements Upon Employment

~~1. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

~~a. Tuberculosis testing is not required:~~

- ~~(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
- ~~(2) For a school district staff member transferring between school districts or from a non-public school within New~~





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
R 3160/Page 3 of 6  
PHYSICAL EXAMINATION (M)

~~Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

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

~~b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) The school district shall determine the criteria essential to document a valid religious exemption.~~

~~c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

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

D. Health Records

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



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
R 3160/Page 4 of 6  
PHYSICAL EXAMINATION (M)

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

-  
E. Employees' Teaching Staff Member Physical Examination Examinations and Medical Updates

1. School employee Teaching staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

-  
H. ~~Testing~~

H. Testing for Usage of Controlled Dangerous Substances (CDS) for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of ~~controlled dangerous substances as they are~~ CDS as defined in N.J.S.A. 2C:35-2.

-  
a. Candidates will be allowed privacy during specimen collection. ~~Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory.~~ A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.

-  
b. The laboratory will conduct the test in accordance with industry standard practices for testing for ~~controlled dangerous substances~~ CDS.

-  
c. A Medical Review Officer, who ~~is~~ shall be a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. ~~The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test.~~ The Medical Review Officer will communicate the results of an investigation regarding positive ~~drug tests~~ for CDS to the candidate and to the Superintendent.





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
R 3160/Page 5 of 6  
PHYSICAL EXAMINATION (M)

- d. The ADA prohibits employment discrimination against qualified individuals with disabilities.- Persons who use drugs illegally (the use of ~~controlled dangerous substances~~ (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
  - 
  - e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning ~~present drug~~ current CDS or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
    - 
    - (1) It must be job-related and cannot be met with reasonable accommodation;
    - 
    - (2) It must be consistent with the demonstrated necessity of conducting business; and
    - 
    - (3) It must be related to legitimate job criteria.
    -
  - f.- The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of ~~drugs~~ a CDS as confirmed by the Medical Review Officer.- This action shall be taken even if the candidate claims ~~he/she/they~~ recently stopped ~~illegally using drug~~ the illegal use of a CDS.
  - 
  - 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
  - 
  - 3. Testing for ~~controlled or dangerous substances~~ CDS will be required for all candidates for employment who receive a conditional offer of employment.
- I.- Review of Examinations and Assessments
- - 1. The results of ~~the~~ a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician, who, in consultation with the Superintendent, will and/or the Medical Review Officer to determine ~~the~~ a candidate's physical and mental fitness to function with reasonable accommodation in the position for which ~~he/she/the~~



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
R 3160/Page 6 of 6  
PHYSICAL EXAMINATION (M)

candidate has made application.- That determination will be made a part of the candidate's application.-

J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:

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

Adopted: 13 December 2010  
Revised: 19 June 2017





# DRAFT

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PHYSICAL EXAMINATION (M)

## 4160 PHYSICAL EXAMINATION (M)

M

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

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

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

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

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





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### PHYSICAL EXAMINATION (M)

complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.-

#### School employee

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

#### The-

~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

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

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

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

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

#### Additional individual

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





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42 ~~U.S.C.A.~~ USC 12101  
N.J.S.A. 18A:16-2; 18A:16-3; 18A:16-5  
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 19 May 2008  
Revised: 19 June 2017  
Revised: 29 January 2018



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

SUPPORT STAFF  
R 4160/Page 1 of 6  
PHYSICAL EXAMINATION (M)

### R 4160 PHYSICAL EXAMINATION (M)

#### M

##### A. Definitions

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

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

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





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

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PHYSICAL EXAMINATION (M)

- (2) Current health problems;
- 
- (3) Allergies; and
- 
- (4) A record of immunizations.

b. A health screening shall include, but is not limited to:

- 
- (1) Height;
- 
- (2) Weight;
- 
- (3) Pulse and respiratory rate;
- 
- (4) Hearing screening;
- 
- (5) Blood pressure;
- 
- (6) Vision screening;

### C. Medical Requirements Upon Employment

~~1. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

~~a. Tuberculosis testing is not required:~~

- ~~(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
- ~~(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~



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## UPPER SADDLE RIVER BOARD OF EDUCATION

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

b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

(1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~

e. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

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

D. Health Records

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

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





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## UPPER SADDLE RIVER BOARD OF EDUCATION

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PHYSICAL EXAMINATION (M)

E. Employees' Support Staff Member Physical ~~Examination~~Examinations and Medical Updates

1. ~~School employee~~Support staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

~~H. Testing~~

H. Testing for Usage of Controlled Dangerous Substances (CDS) for Candidates Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of ~~controlled dangerous substances as they are~~CDS as defined in N.J.S.A. 2C:35-2.
  - a. Candidates will be allowed privacy during specimen collection. ~~Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.~~
  - b. The laboratory will conduct the test in accordance with industry standard practices for testing for ~~controlled dangerous substances~~CDS.
  - c. A Medical Review Officer, who ~~is~~shall be a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. ~~The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests for CDS to the candidate and to the Superintendent.~~
  - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. ~~Persons who use drugs illegally (the~~



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use of ~~controlled dangerous substances~~ (CDS) and the illegal use of prescription drugs) are not protected by the ADA.

- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning ~~present drug~~ current CDS or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:

- (1) It must be job-related and cannot be met with reasonable accommodation;
- (2) It must be consistent with the demonstrated necessity of conducting business; and
- (3) It must be related to legitimate job criteria.

- f.- The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of ~~drugs~~ a CDS as confirmed by the Medical Review Officer.- This action shall be taken even if the candidate claims ~~he/she/they~~ recently stopped ~~illegally using drug~~ the illegal use of a CDS.

- 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.

- 3. Testing for ~~controlled or dangerous substances~~ CDS will be required for all candidates for employment who receive a conditional offer of employment.-

### I.- Review of Examinations and Assessments

- 1. The results of ~~the~~ a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician, ~~who, in consultation with the Superintendent, will and/or the Medical Review Officer to~~ determine ~~the~~ a candidate's physical and mental fitness to function with reasonable accommodation in the position for which ~~he/she/the candidate~~ has made application.- That determination will be made a part of the candidate's application.-





J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:

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

Adopted: 13 December 2010

Revised: 19 June 2017



## DRAFT

Students  
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### ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

#### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

##### M

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

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

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

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

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

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

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

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

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





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

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

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

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

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

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

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

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

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

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



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

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

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

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

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

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

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

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

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

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

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





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

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

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

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

### Children Who Anticipate Moving into the District

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

### ~~Children of District Employees~~

-

~~A child of a Board of Education employee who does not reside in this school district may be admitted to school in this district with the payment of tuition for the child if the child's educational program can be provided in a school in the district. The tuition amount for the student is not required to follow the amount established in the uniform tuition~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~amount charged pursuant to N.J.S.A. 18A:38-3, if applicable. This provision shall not supersede a provision included in any collective bargaining agreement.~~

~~Upon recommendation of the Superintendent, eligible children of nonresident employees, may be enrolled in the schools of this district upon the approval of the Board on a case-by-case basis. Approval is not guaranteed. If the child(ren) is/are deemed to need special services, the employee will be billed separately for these additional costs. Employees with children admitted as non-resident students shall not interfere with the instructional day by visiting the children's classroom or contacting the child's teacher during the school day. Eligibility for enrollment will be considered upon receipt of a written request to the Superintendent from the USRBOE staff member along with a signed Non-Resident USRBOE Staff Member Tuition Agreement.~~

### Other Nonresident Students

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

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;  
18A:38-3.1; 18A:7B-12  
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.  
8 CFR 214.3

Adopted: 16 June 2008  
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Revised: 7 December 2020  
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Revised: 15 November 2021





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Revised: 18 December 2023



**DRAFT**STUDENTS  
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ATTENDANCE (M)R 5200 ATTENDANCE (M)**M****A. Attendance Recording****1. School Register (~~—~~ N.J.A.C. 6A:32-8.1)**

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





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

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- (1) "Days in membership" means the number of school days in session in which a student is enrolled. ~~in accordance with N.J.A.-student's.C. 6A:32-2.1.~~ A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session ~~(- N.J.A.C. 6A:32-8.3)~~
  - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. ~~A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.~~
  - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
3. Student Attendance ~~(- N.J.A.C. 6A:32-8.4)~~
  - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
  - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. ~~The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.~~
  - c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student



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is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

e. State-excused absences shall be as follows:

(1) Religious observance, pursuant to N.J.S.A. ~~18A:36-14~~, 15, and 16.

(a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

(3) Participation in district board of election membership activities, pursuant to N.J.S.A. ~~18A:36-33~~;

(4) Take Our Children to Work Day;

(5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~

(6) Closure of a busing school district that prevents a student from having transportation to the receiving school; ~~and~~

(7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.





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(a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.

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

f.- For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the ~~purposes~~purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit.- However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

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

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

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



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

- (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

- b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

- c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

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

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





b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

— The student's illness

— supported by a written letter from the parent upon student's return to school;

— supported by notification to the school by the student's parent;

— The student's required attendance in court;

— Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 ~~U.S.C. §§~~ USC §794 and 705(20), and individualized health care plans;

— The student's suspension from school;

— Family illness or death

— supported by a written letter from the parent upon the student's return to school;

— supported by notification to the school by the student's parent;

— Visits to post-secondary educational institutions;

— Interviews with a prospective employer or with an admissions officer of an institution of higher education;

— Examination for a driver's license;

— Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

— Take Our Children to Work Day;



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- — Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
  - — Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
  - — Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
  - — Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;
  - — Closure of a busing school district that prevents a student from having transportation to the receiving school;
  - — An absence considered excused by the Commissioner ~~of Education~~ and/or a ~~New Jersey Department of Education~~ NJDOE rule;
  - — An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – Tardiness.

### C. Notice to School of a Student's Absence

- 1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.
- 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
- 3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.





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4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence. If the student's parent(s) cannot be reached, the Principal or designee may notify law enforcement.

### D. Readmission to School After an Absence

1. A student returning from an absence of five consecutive school days may be required to provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
  - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

### E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of two school days duration.
2. ~~A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412.~~  
~~2. The parent must request home instruction.~~



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3. Students absent for any reason are expected to make up the work missed.- The parent or student is responsible for requesting missed assignments and any assistance required.- Teachers will provide make-up assignments as necessary.-

4

3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.

5

4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.

GF

### F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work.- Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade.- The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

-

2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent 10% or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.-

-

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up





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assignments that they have mastered the proficiencies established for the course of study or at the Principals discretion.

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

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

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

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



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as appropriate;

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





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- (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
- 4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the ~~Board of Education's~~Board's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;



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- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 ~~U.S.C.~~ ~~§§USC~~ §1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 ~~U.S.C.~~ ~~§§USC~~ §794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)-3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

- a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

- (1) The sending school district shall proceed in accordance with the ~~Board of Education's~~ ~~Board's~~ policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

### H. Discipline

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

### I. Recording Attendance





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1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – Attendance and this Regulation.

3. A report card will record the number of times the student was absent and tardy in each marking period.

4

3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

### J.- Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

~~2. A~~

2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.

~~3. A~~

3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

- a. ~~The student shall file a~~ written appeal shall be filed with the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

- b. The Principal or designee will respond in writing no later than seven school days after receiving the ~~student's~~ written appeal.



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- c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.-
- 
- d. ~~On~~In response to a ~~student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee.- The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal.- The student's parent, the student, and teacher(s) may attend the meeting.
- 
- e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.
- 
- f.- The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710 — Student Grievance and N.J.S.A. 18A.- An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

### K. Attendance Records

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

-  
Adopted: 13 December 2010  
Revised: 20 October 2014  
Revised: 18 May 2015  
Revised: 7 December 2020  
Revised: 1 May 2023





## DRAFT

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SERVICE ANIMALS

### 5337 SERVICE ANIMALS

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

#### A. Definitions

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

#### B. Generally General Rules



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

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1. The district shall permit the use of a service animal by an individual with a disability unless:
  - a. The animal is out of control and the animal's handler does not take effective action to control it;
  - b. The animal is not housebroken.
2. A student with a disability, including autism, shall be permitted access for a service animal ~~shall have a harness, leash, or other tether, unless either in school buildings, including the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the~~ classroom, on school buses, and on school grounds.
3. The service animal must ~~shall~~ be otherwise under the handler's control ~~(e.g., at all times by use of a leash, tether, voice control, signal~~ signal, or other ~~effectivesuitable~~ means). ~~( in accordance with N.J.S.A. 18A:46-13.3 and 28 CFR §35.136(d))~~.
4. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. ~~( in accordance with 28 CFR §35.136(b))~~.
5. If there are places in the district where it is determined to be unsafe for the handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.
5. ~~Unless~~
6. A school official may inquire as to whether the need for a service animal is readily apparent, the individual with required due to a disability and what task or his/her parent will be required to provide the district with information that:
  - a. ~~The work the~~ service animal ~~is required because of a disability;~~  
and





~~b. What work or task the animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3.~~

~~6~~  
~~7.~~ The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task. ~~(in accordance with 28 CFR §35.136(f)).~~

~~7~~  
~~8.~~ Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.

~~9. A school official may require:~~  
~~a. Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and~~

~~b.~~  
~~8.~~ ~~Service animals must be licensed and registered in accordance with State and local laws.~~

~~Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.~~

## C. Delegation of Responsibility

~~1. The district is school shall not be responsible or liable for the care or supervision of the service animal, in accordance with 28 CFR §35.136(e).~~

~~a. The district is not responsible to pay for or provide a the handler to aid the individual with a disability in the control of the service animal.~~

~~b. The district is responsible to school shall provide assistance to an individual with a disability in performing reasonable accommodations to allow the tasks required of the individual handler to provide for the care and maintenance feeding of the service animal while on school grounds or at a school function.~~



- 
- 2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by ~~his or her~~their service animal. ~~( in accordance with 28 CFR §35.136(h))~~.
- 

- 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

## D. Notification and Responsibilities

- 
- 1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
- 

- a. Notification to parents of students who may be in contact with the service animal;
- 

- b. Appropriate accommodations:
- 

- (1) For students who are allergic to the service animal; and/or
- 

- (2) For students who have fears regarding the service animal.
- 

- c. Appropriate etiquette regarding service animals to include:
- 

- (1) ~~—~~ Never pet a service animal while it is working;
- 

- (2) Never feed a working service animal;
- 

- (3) Do not deliberately startle, tease, or taunt a service animal; ~~-~~ and
- 

- (4) Do not hesitate to ask the handler if ~~he or she~~they would like assistance regarding directions for navigating the facility.
- 

- 2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
- 





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

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SERVICE ANIMALS

3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal.- The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.-

N.J.S.A. 18A:46-13.3

28 CFR §35.136

28 CFR §36.104

Adopted: 11 January 2016

Revised: 29 April 2019

Revised: 15 April 2024



## DRAFT

Students  
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STUDENT SUICIDE PREVENTION (M)

### 5350 STUDENT SUICIDE PREVENTION (M)

#### M

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

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

The ~~Administrator~~Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of ~~suicidal ideation or a suicidal plan~~suicide to inform the parent(s) the student will be referred to the Child Study Team or a ~~a trained group of professionals~~Suicide Intervention Team, appointed by the ~~Administrator~~Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the ~~Administrator~~Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. ~~The parent may be required to bring their child for a school clearance prior to allowing the student to return to school. This is to ensure that the student is not in imminent danger to himself or others. In the event the parent~~ In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the ~~Administrator~~Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

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

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to





school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

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

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-~~3et3~~ et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

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

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





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

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

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

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

-  
The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.  
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N.J.S.A. 18A:6-111; 18A:6-112  
N.J.S.A. 30:9A-23; 30:9A-24  
N.J.A.C. 6A:9C-~~3et3~~ et seq.; 6A:14-1.1

Adopted: 16 June 2008  
Revised: 20 June 2011





# POLICY

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## UPPER SADDLE RIVER BOARD OF EDUCATION

Students

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STUDENT SUICIDE PREVENTION (M)

Revised: 24 October 2016  
Revised: 19 November 2018  
Revised: 13 January 2020



# DRAFT

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EMERGENCY AND CRISIS SITUATIONS (M)

## 8420 EMERGENCY AND CRISIS SITUATIONS (M)

### M

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

#### ~~"School~~

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

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

~~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~~  
Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC





## EMERGENCY AND CRISIS SITUATIONS (M)

§1232g), to third parties including, but not limited to, first responders and emergency management agencies.

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

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

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

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

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student





record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

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

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

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. ~~Notwithstanding~~ In accordance with N.J.S.A. 18A:41-7a., 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:





## EMERGENCY AND CRISIS SITUATIONS (M)

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

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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.

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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, pursuant to N.J.S.A. 18A:41-7a.c.

-

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



## EMERGENCY AND CRISIS SITUATIONS (M)

health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.d.

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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, pursuant to N.J.S.A. 18A:41-7a.e.

-

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

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

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

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

18A:41-7a.;

18A:41-15; 18A:46-2.15

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

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Adopted: 16 June 2008

Revised: 18 October 2010

Revised: 28 March 2011

Revised: 8 February 2021

Revised: 15 November 2021

Revised: 12 September 2022





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

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FIREARMS AND WEAPONS (M)

### 8467- FIREARMS AND WEAPONS

~~M~~

~~M~~

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

For the purpose of this ~~policy~~, "Policy, "weapon" means ~~anything readily capable of lethal use or of inflicting serious bodily injury~~. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into items enumerated in N.J.S.A. 2C:39-1(r), except a weapon, explosive devices, and imitation firearms. firearm as defined by N.J.S.A. 2C:39-1(f). For the ~~purposes~~purpose of this ~~policy~~Policy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 ~~U.S.C.~~USC §921.

Pursuant to N.J.A.C. 921.

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





FIREARMS AND WEAPONS (M)

The Principal or designee shall conduct an appropriate search in accordance with Policy No. 5770 – Student Right of Privacy and, if appropriate and feasible, confiscate any firearm or weapon discovered in the course of the search. ~~He/she shall, if appropriate and feasible,~~ The Principal or designee may summon the aid of law enforcement ~~officers~~officials in the conduct of the search. Any school employee who confirms the presence of a firearm or weapon under circumstances that place persons at serious risk may confiscate the firearm or weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the firearm or weapon has been taken into custody by a law enforcement ~~officer~~official, the ~~Building~~ Principal or designee ~~and/or immediate supervisor~~ shall immediately ~~store any~~secure the confiscated firearm or weapon in a ~~securely~~secure and locked ~~box or container~~location and report the presence of the firearm or weapon to the Superintendent. ~~The~~ Pursuant to N.J.A.C. 6A:16-6.3(b), the Superintendent shall promptly notify, ~~by telephone call and by letter, the Chief of Police of the Borough of Upper Saddle River that a local law enforcement that a~~ firearm or weapon is present on school premises; ~~the notice shall~~ and request removal of the firearm or weapon by an authorized law enforcement ~~officer~~official. The Superintendent shall obtain and file a receipt for any firearm or weapon removed by a law enforcement ~~officer~~official.

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

Any pupil

The Board shall immediately remove a student who is convicted or ~~is an~~ adjudicated delinquent for possession of a firearm ~~or who is found to be on school grounds; convicted or adjudicated delinquent for committing a crime while~~ in possession of a firearm on school property ~~must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or grounds; or found to be delinquent for possessing knowingly in possession of~~ a firearm on school property, ~~on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular grounds from the school's general~~ education program for a period of not less than one calendar year ~~and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil.~~ (Chapters 127 and 128 of 1995;





~~The Zero Tolerance for Guns Act~~, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

-  
~~Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

~~Pupils~~

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

Students with disabilities violating the provisions of this ~~policy~~Policy shall be ~~dealt with~~addressed in accordance with ~~Policy No. 2460 and Regulation No. 2460.6~~the provisions of N.J.A.C. 6A:14-2.8.

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

~~Any pupil requiring~~

The procedures for removal from and return to the ~~regular~~general education program ~~for the reasons enumerated above~~of a student for firearms offenses and assaults with weapons offenses shall be ~~removed~~in accordance with Policy and Regulation ~~No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.~~

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



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

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### FIREARMS AND WEAPONS (M)

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

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

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

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

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

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

18 U.S.C. USC 921

20 U.S.C. USC 1415

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Adopted: 16 June 2008





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

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FIREARMS AND WEAPONS (M)

### R 8467- FIREARMS AND WEAPONS (M)

#### M

##### A. Definitions – N.J.A.C. 6A:16-1.3

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

##### B. -

1. ~~Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.~~

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





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

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FIREARMS AND WEAPONS (M)

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

~~2.~~ the alleged violation.

a. Either the Principal or designee or the responsible staff member shall notify law enforcement, place his/her building into a shelter in place, and notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.

b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.

c. ~~Components that can be readily assembled into a weapon.~~

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3. ~~Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.~~

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4. ~~Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.~~

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5. ~~Daggers, dirks, pen knives, box cutters, stilettos,~~ All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

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





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

OPERATIONS

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FIREARMS AND WEAPONS (M)

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous knives, weapon, school officials shall:

~~6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.~~

~~7. Billies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.~~

~~8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.~~

~~9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in. In the air.~~

~~10. Imitation firearms, which means an object or device reasonably capable of being mistaken for case of a firearm.~~

### ~~B.~~ Confiscation

~~1. A school employee who confiscates any weapon shall, immediately notify~~advise ~~the school Principal.~~  
~~county prosecutor or appropriate~~

~~2. The Principal shall immediately notify the Chief of Police of the Upper Saddle River Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.~~

~~3. The Principal shall safeguard the weapon until a law enforcement officer takes~~official, and secure the firearm pending the response by law enforcement to retrieve and take custody of it.~~the firearm; and~~

b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by



law enforcement to retrieve and take custody of the dangerous weapon.

2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).

a. The Principal shall place the firearm or dangerous weapon in a box or container.

~~b. The Principal shall record or cause to be recorded on the container or on a document attached to the container;~~

~~(1) A description of the weapon;~~

~~(2) The name and signature of the person who confiscated the weapon;~~

~~(3) The date, time, and place the weapon was confiscated;~~

~~(4) The circumstances under which the weapon was confiscated; and~~

~~(5) The name of the pupil or staff member believed to be in possession of the weapon when it was confiscated.~~

~~e. The container will be placed in a secure and locked location under lock and key and under the Principal's direct control.~~

~~d~~

b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.

~~e.~~





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

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FIREARMS AND WEAPONS (M)

c. ~~\_\_\_\_\_~~ The law enforcement ~~officere~~official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate ~~his/her~~their receipt of the ~~substanc~~firearm or ~~item~~dangerous weapon.

4

3. The Principal shall provide to the law enforcement ~~officere~~official who takes custody of the firearm or dangerous weapon:

a. All information concerning the manner in which ~~it~~the firearm or dangerous weapon was confiscated;

b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and

c. ~~\_\_\_\_\_~~  
e. ~~\_\_\_\_\_~~ The identity of any ~~pupil~~student or staff member believed to have been in possession of the firearm or dangerous weapon.

4. ~~\_\_\_\_\_~~

### ~~C. \_\_\_\_\_~~ Evacuation

1. ~~\_\_\_\_\_~~ The Principal shall, ~~Any person employed or engaged in accordance with Regulation No. 8420, direct the immediate evacuation of the a school building or educational institution may, within the appropriate portion thereof in the event that:~~

a. ~~\_\_\_\_\_~~ The ~~presence~~scope of an incendiary device or explosive is known or is reasonably reliably suspected;

b. ~~\_\_\_\_\_~~ A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and ~~the~~their employment, use and apply such amounts of force as is reasonable or necessary to ~~confiscate the weapon would place another person at serious risk; or~~

c. ~~\_\_\_\_\_~~ The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.

2. ~~\_\_\_\_\_~~ Regular evacuation routes may be modified as required to protect pupils and staff members from danger.



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

OPERATIONS

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FIREARMS AND WEAPONS (M)

- 
- 3. ~~Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.~~
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### ~~D. Removal of Pupils from Educational Program~~

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- 1. ~~A pupil convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a pupil committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~
- 

- 2. ~~A pupil who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~
- 

- 3. ~~Removal of a pupil for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.~~

-obtain

- 4. ~~The Building Principal will immediately notify the pupil's parent(s) or legal guardian(s) if the pupil is found to be in possession of a firearm on school property or if a pupil commits an assault upon members of the school community with a weapon other than a firearm on school property~~weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.
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Issued: 13 December 2010





VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY  
ADVISORS/ASSISTANTS

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

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

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

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

- These volunteers must be ~~persons of known character, responsibility, and integrity and must be~~ recommended by the Superintendent and approved by the Board ~~of Education~~ prior to assuming any responsibilities.

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

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

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and ~~immediatedirect~~ supervision of ~~aan~~ appropriately certified or licensed head and/or assistant coach or activity advisor or assistant employed by the Board;



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

2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
- 
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupilsstudents participating in athletic programs or co-curricular activities;
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4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each pupilstudent;
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5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupilstudent records;
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6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must ~~exercise discretion in disclosing~~ not disclose any confidential pupilstudent matters the volunteer athletic coach or volunteer activity advisor ~~or/assistant employed by the Board~~ becomes aware of as a result of their volunteer responsibilities;
- 
7. Volunteer athletic coaches ~~must consult with the athletic director regarding any matters or questions regarding their duties and responsibilities;~~
- ~~8. Volunteer~~
8. ~~Volunteer~~ co-curricular activity advisors/assistants ~~must~~ shall consult with the principalSuperintendent or designee regarding any matters or questions regarding their duties and responsibilities;
8. ~~Volunteer-~~
9. ~~Volunteers~~ athletic coaches and volunteer co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
- 
- 10
9. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meetingmeeting following relief of duties.





VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY  
ADVISORS/ASSISTANTS

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

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

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

Adopted: 19 December 2011

