

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

MINUTES

REGULAR MEETING

*Tenakill Middle School*

*September 10, 2024 - 7:30 PM*

The Board meeting was called to order by Ms. Finkelstein at 7:31 PM.

The following Board members were present:

Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Li (Arrived 7:35),  
Ms. Micera, Ms. Fanelli, Ms. Wagner

The following Board members were absent:

None

Also present:

Mr. McHale and Mr. Villanueva

## NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT - Read by the President:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, district website, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

## PLEDGE OF ALLEGIANCE

## SUPERINTENDENT'S REPORT

Mr. Vincent McHale, Superintendent of Schools, provided the SSDS (Student Safety Data System) Reporting Period 2 for SY 2023-2024 data. All trustees received a copy of the report, and the report is also posted on the district website.

*During Period 2 reporting, Hillside Elementary School experienced no incident of alleged or confirmed HIB cases. At Tenakill Middle School, during the same reporting period, there were five incidents, with five confirmed HIB matters, out of the 20 reported alleged HIB matters. Looking at the entire school year 2023-2024, both schools combined had twelve incidents and confirmed cases. Among these, one incident led to the removal of the 37 alleged HIB matters for the year.*

*In Period 2, Hillside Elementary had 34 HIB programs, while Tenakill Middle School had five HIB programs and five trainings. Throughout the school year, both schools organized 12 trainings and 85 programs to address and prevent Harassment, Intimidation, and Bullying (HIB) incidents.*

Mr. McHale proceeded with the Superintendent's report:

- The 2024-2025 school year is off to a great start! Our faculty and staff started on September 3 and 4, 2024, and we welcomed back our 1,191 students on Thursday, September 5, 2024.
- Thank you to the PTO who provided a wonderful first day breakfast for our faculty and staff on September 3, 2024. We are all grateful for your kindness and warm hospitality!
- He expressed his heartfelt gratitude to everyone who worked attentively over the summer to prepare for the school year. Thanks to our secretaries, business office, and custodial staff for their dedication. Thanks to our administrators for their extensive planning efforts and our teachers for creating welcoming classrooms and engaging lessons for our students. He is confident it will be a fantastic year ahead!
- As students begin their new year of learning, teachers will administer benchmark assessments over the next few weeks. Students in grades K and 1 will have Aimsweb assessments in early literacy and numeracy. Students in grades 2 through 4 will have Linkit assessments in math from September 16 – 20, 2024, and in language arts from September 23 – 27, 2024. Students in grades 5 through 8 will have Linkit assessments in math from September 9 – 13, 2024, in language arts from September 16 – 20, 2024, and in science and social studies from September 23 – 27, 2024. This information has been shared with parents. The assessments will provide teachers with an early indication of the level of support students may need to meet grade level standards. If any parent has questions about the assessments, they may contact Ms. Zanin at Hillside Elementary School or Mr. McElroy at Tenakill Middle School.
- Mark your calendars for Back-to-School Nights:
  - Wednesday, September 18, 2024: Grades 5–6, TMS, 7:00 – 9:00 p.m.
  - Wednesday, September 25, 2024: Grades 7–8, TMS, 7:00 – 9:00 p.m.
  - Thursday, September 26, 2024: Grades 3–4, HES, 7:00 – 8:00 p.m.
  - Thursday, October 10, 2024: Grades PreK–2, HES, 7:00 – 8:00 p.m.
- Once again, our district will observe Hispanic Heritage Month starting on Monday, September 16, 2024. Throughout this month, students will learn about the cultures and contributions of people of Hispanic heritage.

#### **BOARD COMMITTEES**

There were no Board Committee reports.

#### **PUBLIC COMMENTS ON AGENDA ITEMS**

Moved by Ms. Micera ▾, seconded by Ms. Salamea-Cross ▾ to open the meeting to the public.

Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. A maximum of 15 minutes for public input is scheduled as per bylaw 0167. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.

***There were no public comments.***

Moved by Ms. Micera ▾, seconded by Ms. Salamea-Cross ▾ to resume the regular order of business.

## **BOARD OPERATIONS**

Moved by Ms. Li ▾ , seconded by Ms. Micera ▾ to approve Motion A.

Motion was approved ▾ by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Li, Ms. Micera,  
Ms. Fanelli, Ms. Wagner

NAYS: None

### **A. APPROVAL - Board of Education Meeting Minutes**

Motion to approve the August 27, 2024, Board of Education meeting minutes.

## **CURRICULUM AND INSTRUCTION COMMITTEE**

*Chairperson: Ms. Wagner; Members: Ms. Salamea-Cross, Ms. Yeoh*

Moved by Ms. Wagner ▾ , seconded by Ms. Micera ▾ to approve Motions A - C.

*Mr. McHale explained item C that we do not list the dates of the trips for safety reasons.*

Motions were approved ▾ by a roll call vote of the Board as follows:

YEAS:

NAYS:

### **A. APPROVAL - Staff Coursework**

Motion to approve the following courses for the 2024-2025 school year as recommended to the Superintendent by the Principals:

Staff Member:	Jennifer Levy
Course No./Title:	1) TEC-957: All Things Google
	2) ELA-913: Teaching Writing
	3) TEC-966: Project-Based Learning Using Technology
Institution:	Fresno Pacific University
Credits:	9 (3 credits each)

Staff Member:	Laura Abbey
Course No./Title:	1) TEC-921: Excel: The Ultimate Information Tool
Institution:	Fresno Pacific University
Credits:	3 credits

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences for the 2024-2025 school year:

Staff Member(s): Floro M. Villanueva Jr.  
Conference: Revised OPRA Law, Arbitration & Records Retention  
Location: Whippany, NJ  
Date: 9/12/24  
Cost to Board: \$178.37 (\$145 registration fee and \$33.37 mileage)

Staff Member(s): Mary Auriti  
Conference: NJIDA 39th Annual Fall Conference  
Location: Somerset, NJ  
Date: 10/18/24  
Cost to Board: \$279.52 (\$225 registration fee and \$54.52 mileage)

C. **APPROVAL - Field Trips**

Motion to approve the following field trips for the 2024-2025 school year:

School: Tenakill Middle School  
Group: Grade 6  
Month: November 2024  
Destination: Newton, NJ

**FINANCE AND PHYSICAL PLANT COMMITTEE**

*Chairperson: Ms. Yeoh; Members: Mr. Choi, Ms. Finkelstein, Ms. Kwon*

Moved by Ms. Yeoh , seconded by Ms. Micera to approve Motions A - F.

*Ms. Kwon asked how many 8th-grade out-of-district students were related to item D. Mr. McHale replied that he didn't have the exact number readily available but mentioned that two new students had enrolled in the district, both of whom already had out-of-district placements.*

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Li, Ms. Micera, Ms. Fanelli, Ms. Wagner

NAYS: None

A. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from September 1, 2024 to September 10, 2024, in the amount of:

General Fund (Fund 10)	\$1,523,150.43
Special Revenue (Fund 20)	\$ 42,825.33
Total	\$1,565,975.76

**B. APPROVAL - Staff Remuneration**

Motion to approve remuneration to staff members as follows:

Staff Member: Kathy Lee  
Course: 1) Teaching the Latino Student  
2) Achieving Success for ELLs  
3) Building Classroom Discipline  
College/University: University of LaVerne  
Remuneration: \$1,000.00

**C. APPROVAL - Contract for Mental Health Assessments/School Clearances with Bergen County Region III Districts for the 2024-2025 School Year**

Motion to approve the contract for Mental Health Assessments/School Clearances with Bergen County Region III Districts at the following rates for the 2024-2025 school year:

- \$230.00 for assessment completed by a LSW/LCSW or LAC/LPC or psychologist, and
- \$400.00 for an assessment completed by an Advance Practice Nurse, Board Certified in Behavioral Health.

**D. APPROVAL – Out-of-District Placements**

Motion to approve the following 2024-2025 out-of-district placements for Closter Students:

<b><u>NJSMA#</u></b>	<b><u>Tuition</u></b>	<b><u>Grade</u></b>	<b><u>Placement</u></b>
291292 (Local ID)	\$80,087.28	8	NVRHS - Valley Program
9343502285	\$80,087.28	8	NVRHS - Valley Program

**E. APPROVAL - Purchase Storage Cabinets from Tanner NJ**

Motion to approve the purchase of 25 storage cabinets for the new classrooms in Hillside Elementary School from Tanner NJ, in the amount of \$17,196.68, through the ED DATA Bid #12288 MSRP- Furniture.

**F. APPROVAL - Amendment of ESEA Title I Grant**

Motion to approve the amendment of the ESEA Title IA Grant to include carryover funds from the 2023-2024 school year:

Original Grant Award (SY 24-25)	\$ 105,382
Carryover:	\$ 6,659
<u>New Title IA Grant</u>	<u>\$ 112,041</u>

## PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Micera

Moved by Ms. Salamea-Cross , seconded by Ms. Micera to approve Motions A - H.

Ms. Wagner asked about item E and if there had been any additional applicants for the position. Mr. McHale responded that they had interviewed an applicant earlier that day and scheduled him to return for a demonstration lesson with the students the following week. Ms. Yeoh followed it up with a question about the pay rate. Mr. McHale explained that it depended on the applicant's education level; for example, someone with a master's degree would earn \$64,000, but the salary would be prorated.

Mr. Choi asked who was listed in item D. Mr. McHale responded that he couldn't provide many details about personnel matters but explained that they were rescinding the appointment because the individual had accepted the position but had neither reported to work nor responded.

Ms. Kwon asked if there was a backup plan for item E. Mr. McHale responded that the pool of applicants was minimal, but he is hopeful that the current candidate will work out.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Li, Ms. Micera, Ms. Fanelli, Ms. Wagner

NAYS: None

A. **APPROVAL - Movement on the Salary Guide for the 2024-2025 School Year**

Motion to approve movement on the salary guide for the following employees for the 2024-2025 school year, retroactive to September 1, 2024:

Name	Current Placement	New Placement	Step	Base Salary
Erika Dunn	MA +15	MA +30	11	\$ 96,144
Josephine Hunt	MA +15	MA +30	15	\$ 104,534
Silvia Jost	MA	MA+15	17	\$ 106,672
Catherine Ricca	MA	MA +15	7	\$ 82,665
Brittany Steele	BA +30	MA	9	\$ 85,047

B. **APPROVAL - Appointment of Schedule F Staff Positions**

Motion to approve the School Year 2024-2025 Schedule F: Extracurricular Activity Positions and Stipends for Hillside Elementary School and Tenakill Middle School as per Appendix A attached.

- C. **APPROVAL - Appointment of Erika Dunn as Mentor for the 2024-2025 School Year**  
Motion to approve the appointment of Erika Dunn as a mentor to provisionally licensed teacher, Ornit Katzin, for the 2024-2025 school year.
- D. **APPROVAL - Rescindment of Appointment of Andrae Vassell as Paraprofessional**  
Motion to rescind the appointment of Andrae Vassell as paraprofessional for the 2024-2025 school year.
- E. **APPROVAL - FMLA / NJFLA - Brianna McSweeney**  
Motion to approve Brianna McSweeney for a leave of absence from October 22, 2024, through June 30, 2025 (the anticipated return date is September 1, 2025) as follows:
- Paid sick leave from October 22, 2024, through December 18, 2024; and
  - An FMLA and NJFLA child bonding leave from December 19, 2024, through March 26, 2025;
  - A discretionary uncompensated leave pursuant to Board Policy 1644 from March 26, 2025, through the end of the school year, with an anticipated return to work on September 1, 2025.
- F. **APPROVAL - Appointment of Saveria Motta as Paraprofessional for the 2024-25 S/Y**  
Motion to approve the appointment of Saveria Motta as paraprofessional for the 2024-2025 school year, 5.75 hours per day, at a rate of \$20.89 per hour, with an anticipated start date of September 16, 2024, pending criminal history background check.
- G. **APPROVAL - Appointment of Jack Schnall as Paraprofessional for the 2024-25 S/Y**  
Motion to approve the appointment of Jack Schnall as paraprofessional for the 2024-2025 school year, 5.75 hours per day, at a rate of \$20.89 per hour, starting as soon as possible, pending criminal history background check.
- H. **APPROVAL - Resignation of Stephanie Toscano, Paraprofessional**  
Motion to accept the resignation of Stephanie Toscano, paraprofessional, effective September 20, 2024.

#### **POLICY COMMITTEE**

*Chairperson: Ms. Fanelli; Members: Ms. Li, Ms. Micera*

Moved by Ms. Fanelli ▾, seconded by Ms. Micera ▾ to approve Motion A.

Motion was approved ▾ by a roll call vote of the Board as follows:

YEAS: Ms. Yeoh, Ms. Salamea-Cross, Mr. Choi, Ms. Finkelstein, Ms. Kwon, Ms. Li, Ms. Micera, Ms. Fanelli, Ms. Wagner

NAYS: None

- A. **APPROVAL - Second Reading of Policies and Regulations**  
Motion to approve the second reading of the following Policies and Regulations, as per Appendix B:

- P 0141 Board Member and Term
  - P 2200 Curriculum Content
  - P 3160 Physical Examination
  - P 4160 Physical Examination
  - P 5337 Service Animals
  - P 5350 Student Suicide Prevention
  - P 8420 Emergency and Crisis Situations
  - P 8467 Firearms and Weapons
  - P 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
- 
- R 3160 Physical Examination
  - R 4160 Physical Examination
  - R 5200 Attendance
  - R 8467 Firearms and Weapons

### OLD/NEW BUSINESS

#### **District and Board Goals - SY 2024-2025**

*Mr. McHale presented District and Board Goals samples to the trustees for review. He shared the results of individual trustee feedback, highlighting the goals that received the most votes of preference. The discussion focused on various key areas, including concerns about class sizes, the state of district facilities, the addition of new electives, continuing the work from the previous year, and developing a template outlining the skills and competencies of a Closter graduate.*

*Mr. McHale concluded the discussion by stating that he would organize the feedback and finalize the goals, which would be presented at the upcoming meeting on September 24th.*

### PUBLIC COMMENTS

Moved by Ms. Salamea-Cross ▾ , seconded by Ms. Micera ▾ to open the meeting for public comments.

*Ms. Felice Dhan, 1 Station Court, expressed her disappointment regarding the school's handling of bullying incidents. She shared that, despite the school's communication about bullying policies, her son does not feel safe or supported. She also voiced concerns about the lack of visible consequences for students involved in acts of Harassment, Intimidation, and Bullying (HIB). She stated that she is not informed of the disciplinary actions taken.*

*In response, Mr. McHale acknowledged her concerns and reiterated his stance on the HIB law, emphasizing that the district must follow the mandated timeline and process. He explained that, due to confidentiality laws, the school is prohibited from sharing information regarding disciplinary actions taken against other students.*

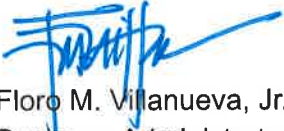
Moved by Ms. Kwon ▾ , seconded by Ms. Yeoh ▾ to close the meeting to public comments.



**ADJOURNMENT**

Moved by Ms. Micera ▾ , seconded by Ms. Salamea-Cross ▾ to adjourn the meeting at 8:51 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Floro M. Villanueva, Jr.", with a long horizontal stroke extending to the right.

Floro M. Villanueva, Jr.  
Business Administrator/Board Secretary

**CLOSTER PUBLIC SCHOOLS**  
**SY 2024-2025 SCHEDULE F POSITIONS**

ACTIVITY	Staff	Stipend
<b><u>HILLSIDE ELEMENTARY SCHOOL</u></b>		
Yearbook	Joanne Iyo and Tara Eddy (split)	\$2,308.00
Kids Against Pollution *	Kerry Vogel	\$531.00
Hillside Helpers	Sarah Menchise	\$531.00
Garden Club *	Silvia Jost	\$531.00
Computer Club *** (HNN1)	Silvia Jost	\$2,308.00
Student Council *	Jamie Morgan	\$531.00
Writing *	Charlene Gerbig	\$531.00
Hillside News Network (HNN) ***	Joanne Iyo	\$2,308.00
<b><u>TENAKILL MIDDLE SCHOOL</u></b>		
Yearbook	Min Kim	\$2,308.00
Volleyball	(Boys) Kevin Hernandez; (Girls) Matt Vassallo	\$3,062.00
Soccer	Scott Lewis	\$3,062.00
Cross Country	Mike Wowkun	\$1,566.00
Track	Scott Lewis and Mike Wowkun (split)	\$3,133.00
Basketball - Boys	Scott Lewis	\$3,133.00
Basketball - Girls	Brittany Steele	\$3,133.00
Baseball	Matt Vassallo	\$3,133.00
Softball	Brittany Steele	\$3,133.00
Chemistry Club	Shireen Moidu & Brianna McSweeney (split)	\$1,061.00
Junior Chorus	Daniella Reicken	\$1,061.00
Grade 6 Trip Coordinator	Adam Sidrow	\$948.00
Grade 7 Trip Coordinator	Julia Palmeri & Chris Rota (split)	\$948.00
Grade 8 Trip Coordinator	Matthew Vassallo	\$948.00
Interdisciplinary Team Leader - Gr 5	Amanda Cummings (until end of Feb 2025), Karen Caruso (leave replacement)	\$1,336.00
Interdisciplinary Team Leader - Gr 6	Erica Cho	\$1,336.00
Interdisciplinary Team Leader - Gr 7	Anne Haarmann	\$1,336.00
Interdisciplinary Team Leader - Gr 8	Rachel Fineman	\$1,336.00
Department Chair - Science	Brianna McSweeney (until approx. Nov 25th), Shireen Moidu (approx. Nov 25th-June 18th)	\$1,165.00
Department Chair - Social Studies	Rob Neblung	\$1,165.00
Department Chair - Language Arts	Francesca Rivellini	\$1,165.00
Department Chair - Math	Leigh Bomzer	\$1,165.00
Department Chair - Specials	Daniella Riecken	\$1,165.00
Department Chair - ESL	Kathy Lee & Margaret Tahtabrounian (split)	\$1,165.00
Athletic Director	Mike Wowkun	\$840.00
Ambassadors Club *	Callie Stabile & Alex Earle (split)	\$531.00
Culture Club *	Michelle Lee-Ein	\$531.00
Garden Club *	Brianna McSweeney & Shireen Moidu (split)	\$531.00
Kids Helping Kids - Gr 5 *	Amanda Cummings (until end of Feb.), Ellen Norton (leave replacement)	\$531.00
Kids Helping Kids - Gr 6 *	Brianna Kehoe	\$531.00
Kids Helping Kids - Gr 7 *	Leigh Bomzer	\$531.00
Kids Helping Kids - Gr 8 *	Shireen Moidu	\$531.00
Math League (Gr 5 - 6) *	Min Kim	\$531.00
Math League (Gr 7 - 8) *	Min Kim	\$531.00
Photography *	Michelle Lee-Ein	\$531.00
Production *	Laura Abbey	\$531.00
Scripta *	Angela Banta	\$531.00
Service *	Chelsea Smith	\$531.00
Writing *	Michelle Durocher & Chelsea Smith (split)	\$531.00
Computer Club ***	Amy Kenny	\$1,061.00
Tenakill Broadcast Network (TBN) ***	Joseph Calabria	\$1,061.00
Student Council ***	Julia Palmeri & Chris Rota	\$1,061.00
Tenakill Singers ***	Daniella Riecken	\$1,061.00
Peer to Peer 1	Amy Kenny	\$893.00
Peer to Peer 2	Olivia Nikol	\$893.00

# CLOSTER PUBLIC SCHOOLS

## SY 2024-2025 SCHEDULE F POSITIONS

ACTIVITY	Staff	Stipend
Debate	Chelsea Smith, Julia Palmeri	\$44.80/hour
Science Olympiad	Kevin Hernandez, Shireen Moldu	\$49.17/hour
	<del>Chelsea Smith, Julia Palmeri, Paul Aguirre, Briana Kehoe, Chelsea Smith, Brianna McSweeney, Jen Annese, Chris Rota, Erika Dunn, Roy John</del> Substitutes - Judy Eller, Diane Ferraro, Brielle Tacconi	
Harrington Ave Safety/Loop Duty	TMS: Michelle Durocher, Olivia Nikol, Brittany Steele, Brianna McSweeney, Jen Annese, Mike Wowkun, Jeff Roem	\$23.07/session
Detention Supervision	Michelle Durocher, Julia Palmeri, Paul Aguirre, Briana Kehoe, Chelsea Smith, Brianna McSweeney, Jen Annese, Chris Rota, Erika Dunn, Roy John	\$23.07/session
Sports Supervision	Michelle Durocher, Olivia Nikol, Brittany Steele, Julia Palmeri, Paul Aguirre, Shannon San George, Matthew Vassallo, Mike Wowkun, Anne Haarmann, Chris Rota, Francesca Rivellini, Chelsea Smith	\$29.31/game

\* Clubs minimum of 20 sessions, 30 minutes each

\*\*\* Clubs minimum of 40 sessions, 30 minutes each

# POLICY GUIDE

BYLAWS

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Board Member Number and Term

## 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of nine members.

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

Adopted:



# POLICY GUIDE

PROGRAM  
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Curriculum Content  
M

## 2200 CURRICULUM CONTENT

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

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

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

Adopted:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Physical Examination  
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## 3160 PHYSICAL EXAMINATION

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

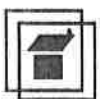
If upon completing an examination it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by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

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

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.

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

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



# POLICY GUIDE

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

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

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

Adopted:



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Physical Examination

M

## 4160 PHYSICAL EXAMINATION

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

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

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

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.

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

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





# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Physical Examination

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

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

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

Adopted:



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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 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).



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- c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

## B. General Rules

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



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8. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
  9. A school official may require:
    - a. Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and
    - b. Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.
- C. Delegation of Responsibility
1. The school shall not be responsible or liable for the care or supervision of the service animal:
    - a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
    - b. The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.
  2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by their service animal in accordance with 28 CFR §35.136(h).
  3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.
- D. Notification and Responsibilities
1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
    - a. Notification to parents of students who may be in contact with the service animal;



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- b. Appropriate accommodations:
  - (1) For students who are allergic to the service animal; and/or
  - (2) For students who have fears regarding the service animal.
- c. Appropriate etiquette regarding service animals to include:
  - (1) Never pet a service animal while it is working;
  - (2) Never feed a working service animal;
  - (3) Do not deliberately startle, tease, or taunt a service animal; and
  - (4) Do not hesitate to ask the handler if they would like assistance regarding directions for navigating the facility.

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

## E. Miniature Horses

- 1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below in accordance with 28 CFR §35.136(i).
- 2. Ponies and full-size horses are not considered miniature horses.



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3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:
  - a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
  - b. Whether the handler has sufficient control of the miniature horse;
  - c. Whether the miniature horse is housebroken; and
  - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

Adopted:



# POLICY GUIDE

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Student Suicide Prevention  
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## 5350 STUDENT SUICIDE PREVENTION

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

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

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

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



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

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

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

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

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

- (1) A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the





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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.

Adopted:



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Emergency and Crisis Situations  
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## 8420 EMERGENCY AND CRISIS SITUATIONS

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

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

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

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third



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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.

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

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

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

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any



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

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



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

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

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

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



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

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

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

Adopted:



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Firearms and Weapons  
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## 8467 FIREARMS AND WEAPONS

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

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

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

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



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Unless the firearm or weapon has been taken into custody by a law enforcement official, the Principal or designee shall immediately secure the confiscated firearm or weapon in a secure and locked location and report the presence of the firearm or weapon to the Superintendent. Pursuant to N.J.A.C. 6A:16-6.3(b), the Superintendent shall promptly notify local law enforcement that a firearm or weapon is present on school premises and request removal of the firearm or weapon by an authorized law enforcement official. The Superintendent shall obtain and file a receipt for any firearm or weapon removed by a law enforcement official.

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

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

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

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

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

The procedures for removal from and return to the general education program of a





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student for firearms offenses and assaults with weapons offenses shall be in accordance with Policy and Regulation 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

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

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

Adopted:



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COMMUNITY

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Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

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

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

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

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

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

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

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

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



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

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

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants



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will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.

All school volunteer athletic coaches and co-curricular activity advisors/assistants must:

- possess a New Jersey substitute teacher credential;
- obtain a criminal history record check to be reimbursed by the Board; and
- sign a waiver for workers' compensation if required by the school district's insurance company.

Adopted:



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TEACHING STAFF MEMBERS

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Physical Examination

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## R 3160 PHYSICAL EXAMINATION

### 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.



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

## C. Medical Requirements Upon Employment

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

## D. Health Records

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



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2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).
- E. Teaching Staff Member Physical Examinations and Medical Updates
1. Teaching staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Adopted:



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SUPPORT STAFF MEMBERS

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Physical Examination

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## R 4160 PHYSICAL EXAMINATION

### A. Definitions

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

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

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





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- (3) Allergies; and
    - (4) A record of immunizations.
  - b. A health screening shall include, but is not limited to:
    - (1) Height;
    - (2) Weight;
    - (3) Pulse and respiratory rate;
    - (4) Hearing screening;
    - (5) Blood pressure;
    - (6) Vision screening.
- C. Medical Requirements Upon Employment
  - 1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
  - 2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).
- D. Health Records
  - 1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
  - 2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).
- E. Support Staff Member Physical Examinations and Medical Updates



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

Adopted:



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## R 5200 ATTENDANCE

### A. Attendance Recording

#### 1. School Register –N.J.A.C. 6A:32-8.1

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



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- (b) “Days in membership” means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

## 2. Day in Session – N.J.A.C. 6A:32-8.3

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

## 3. Student Attendance – N.J.A.C. 6A:32-8.4

- b. 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(c) 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© and A.1.b. above.
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.



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



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organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.

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

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

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

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

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

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



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- (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
  - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
  - c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy
  1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.
  2. N.J.A.C. 6A:16-7.6(a)3 requires the Board policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
    - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.
    - b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
      - The student's illness, supported by notification to the school by the student's parent and by a written letter from the parent upon student's return to school;
      - The student's required attendance in court;



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- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 USC §794 and 705(20), and individualized health care plans;
- Family illness or death, supported by notification to the school by the student's parent and by a written letter from the parent upon student's return to school;
- Take Our Children to Work Day;
- Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
- Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- 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;
- An absence considered excused by the Commissioner and/or a NJDOE rule.

3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – Tardiness.]

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

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent





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to notify the parent of the absence and determine the reason for the absence.

## D. Readmission to School After an Absence

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



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## 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. An elementary student may be retained at grade level, in accordance with Policy 5410 – Promotion and Retention, when the student has been absent for 10% or more of the total school days, whatever the reason for the absence, except those 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.

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



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



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



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6A:14; accommodation plan under 29 USC §794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.

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

## H. Discipline

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

## I. Recording Attendance

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



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## J. Appeal

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



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have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

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

Adopted:



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## R 8467 FIREARMS AND WEAPONS

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

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

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

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





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- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

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

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



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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.

c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.

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

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

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

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

4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Adopted:

