

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
NOVEMBER 13, 2023

REGULAR MEETING AGENDA
LINCOLN ROOSEVELT SCHOOL
34 N. Hillside Avenue, Succasunna, NJ 07876

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

*Anyone wishing to speak about agenda or non-agenda items at a meeting of the Roxbury Township Board of Education must follow these procedures. Located on the front table will be forms entitled, **Speaker Request Form**. Please fill one out indicating your name and address and the agenda item or topic you wish to discuss. After completing the form, return it to the Assistant Business Administrator. Thank you for your cooperation.*

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

The Roxbury Township Board of Education is meeting in a Regular Session for discussion on business before the Board tonight.

The New Jersey Open Public Meetings Law was enacted to ensure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be transmitted to:

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

Roxbury Website – <https://www.roxbury.org/domain/83>

Municipal Clerk

Roxbury Public Library

The notice of tonight's meeting has been posted in the Board's Business office.

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on November 13, 2023, regarding personnel matters, student matters, negotiations and attorney client privilege.

November 13, 2023

- IV. ROLL CALL
- V. PUBLIC SESSION
- VI. PLEDGE OF ALLEGIANCE
- VII. PRESENTATIONS
- VIII. CORRESPONDENCE
- IX. STUDENT REPRESENTATIVE'S COMMENTS
- X. BOARD PRESIDENT'S COMMENTS
- XI. SUPERINTENDENT'S REPORT
- XII. BUSINESS ADMINISTRATOR'S REPORT
- XIII. MINUTES
 - 1. Minutes of the Regular Meeting of October 16, 2023.
 - 2. Minutes of the Executive Session of October 16, 2023.
- XIV. COMMITTEE REPORTS

Each Committee Chair will advise the full board of the last committee meeting, and the next committee meeting, and any other comments you believe are important for the full board to know.

- A. COMMUNITY RELATIONS/SHARED SERVICES
- B. EDUCATION
- C. FACILITIES
- D. FINANCE
- E. PERSONNEL
- F. POLICIES/GOVERNANCE
- G. NEGOTIATIONS
- H. SUSTAINABILITY

- XV. PUBLIC COMMENTS - Action Items - There is a three-minute time limit, per Board Policy
- XVI. ACTION ITEMS

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business, and will be voted on by one motion.

A. Finances (Resolutions 1-25)

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the October 2023 bills list totaling \$2,761,909.54 as presented.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the October 2023 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for October 2023.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for October 2023.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- *5. RESOLVED, that the Roxbury Township Board of Education, pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial report for the month of October 2023 that no major accounts and fund balances in the 2023/2024 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

STUDENT ACTIVITY ACCOUNTS

- *6. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of October 2023 as follows:

Roxbury High School	\$8,945.41	Franklin School	\$0
Athletics	\$1,591.25	Kennedy School	\$600.00
Eisenhower Middle School	\$1,063.09	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

TRAVEL REQUESTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities, and promotes the delivery of instruction or further the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as

established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1.	Gallagher, Amy	Special Education Director's Toolkit: Navigating Guidance, Requirements and Best Practices for Risk and Threat Assessment Teams	4	Monroe, NJ	11/17/23	\$149.00	\$207.00
2.	Weber, Kurt	Gender, Sexuality, & Colonialism; Freedom Summer - Rutgers	4 S-2	New Brunswick, NJ	11/17/23 & 1/26/24	\$70.00	\$134.48
3.	McDermott, Jim	PE Jam	4 S-1	Kinnelon, NJ	12/1/23	\$0	\$19.74
4.	Trimmer, Theresa	NJ Branch International Dyslexia Association 38th Annual Fall Conference	4 S-1	Somerset, NJ	12/1/23	\$210.00	\$239.23
5.	DiLorenzo, Sarah	NJ Association of School Librarians	4 S-2	Atlantic City, NJ	12/3/23 - 12/5/23	\$250.00	\$384.23
6.	McAuliffe, Katey	NJ Association of School Librarians	4 S-2	Atlantic City, NJ	12/3/23 - 12/5/23	\$250.00	\$396.74
7.	Blough, Chris	Aviation Round Table at CAE in Whippany, NJ	4 S-1	Whippany, NJ	12/5/23	\$0	\$12.03
8.	Dolan, Jim	NJAC Sportsmanship Summit	4 S-1	Mt. Olive, NJ	12/5/23	\$75.00	\$75.00
9.	Gottfried, Michael	Aviation Round Table at CAE in Whippany, NJ	4 S-1	Whippany, NJ	12/5/23	\$0	\$12.03
10.	Monaco, David	NJAC Sportsmanship Summit	4 S-1	Mt. Olive, NJ	12/5/23	\$0	\$0
11.	Katz, Robert	School Transportation Supervisors of NJ Meeting	4	Monroe Twp., NJ	12/6/23	\$0	\$0
12.	Donnelly, Stephen	A.P. Statistics Round Table	4 S-1	Mahwah, NJ	12/12/23	\$0	\$0
13.	Mann, Monica	Enhancing School Mental Health Project Training 2023/2024 school year	4	Sayreville, NJ	12/12/23, 2/1/24, 3/21/24, 5/23/24	\$0	\$0
14.	Argenziano, Chris	NJ Institute for School Leadership	4	Monroe Township, NJ	1/18/24, 3/20/24, 5/22/24	\$0	\$142.25
15.	LaMonica, Christina	Legal One Code of Conduct - Certificate Program	4	Online	1/16/24, 1/18/24, 1/23/24	\$400.00	\$400.00
16.	Riffel, Peter	Annual Refresher for AHERA Inspectors	4	Online	12/12/23	\$150.00	\$150.00
17.	Bauder, Yanina	NJASBO - Introduction to Payroll	4	Online	Online	\$225.00	\$225.00
18.	Kolbusch, Kathy	NJASBO - Introduction to Payroll	4	Online	Online	\$225.00	\$225.00
19.	Mondanaro, Joseph	NJASBO - Introduction to Payroll	4	Online	Online	\$225.00	\$225.00
1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.							

CONTRACTS

- *8. RESOLVED, that the Roxbury Township Board of Education approve a contract with AFC Urgent Care, 278 Rt. 10 West, Succasunna, NJ to provide PPD testing for staff members on an as-needed and as-requested basis for the 2023/2024 school year and not to exceed \$2,940.00.
- *9. RESOLVED, that the Roxbury Township Board of Education approve a contract with St. Monica Healthcare Agency, LLC., 20 Prospect Place, West Orange, NJ to provide nursing services on an as-needed and as-requested basis. The agreement will commence on November 14, 2023, and expire on June 30, 2024.
- *10. RESOLVED, that the Roxbury Township Board of Education approve a contract with Special Services Educational Consultant, LLC, 774 Eisenhower Ave., Bridgewater, NJ to provide services to the Special Education Department. The agreement will commence on November 14, 2023, and expire on June 30, 2024, and not to exceed \$6,460.00.

APPROVAL OF PURCHASES

- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of classroom flooring from Hannon Floor Covering Corp., 1119 Springfield Road, Union, NJ for Roxbury High School using NJ State Coop #65MCECCPS ESCNJ #23/34-14 in the amount of \$14,186.85.
- 12. RESOLVED, that the Roxbury Township Board of Education approve the purchase of playground equipment from Ben Shaffer Recreation, P.O. Box 844, Lake Hopatcong, NJ for Franklin Elementary School in the amount of \$49,361.01 and funded through the Maintenance Reserve Account.
- 13. RESOLVED, that the Roxbury Township Board of Education approve the purchase of new BMS controls to upgrade the unit ventilator controls for Franklin Elementary School from Ame Inc., 1275 Bloomfield Avenue, Bldg. 2, Suite 17B, Fairfield, NJ in the amount of \$17,928.00 and funded through the Maintenance Reserve Account.

APPROVAL OF 2023-2024 FUNDING FOR SERVICES UNDER CHAPTERS 192 & 193 LAWS OF 1977 AS AMENDED

- *14. RESOLVED, that the Roxbury Township Board of Education approve 2023/2024 Funding For Services Under Chapters 192 & 193 Laws Of 1977 As Amended in the amounts listed below for nonpublic schools in the district.

State Aid Amounts for Services Under Chapter 192	
Compensatory Education	\$80,917.00
E.S.L.	\$0.00
Transportation	\$0.00
Total Allocation for Ch. 192 Services	\$80,917.00

State Aid Amounts for Services Under Chapter 193	
Initial Exam & Class.	\$13,262.00
Annual Exam & Class.	\$8,360.00
Corrective Speech	\$26,040.00

Supplementary Instruction	\$21,475.00
Total Allocation for Ch. 193 Services	\$69,138.00

ACCEPTANCE OF GRANT FUNDS AS AMENDED - ESEA

- *15. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2024 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant funds as shown below for the project period of July 1, 2023, to September 30, 2024, which now includes the carryover amount.

<i>Title</i>	<i>Original amount</i>	<i>Carryover amount</i>	<i>Total amount</i>
Title I-A	\$288,859	\$16,765	\$305,624
Title II-A	\$56,232	\$52,407	\$108,639
Title III	\$19,391	\$0	\$19,391
Title III Immigrant	\$0	\$962	\$962
Title IV Part A	\$11,909	\$9,499	\$21,408

BE IT FURTHER RESOLVED, that this resolution amends Finance Resolution XV.A.18 approved on August 21, 2023.

ACCEPTANCE OF GRANT

- *16. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of a Unified Champion Schools grant of \$1,000 awarded by Special Olympics New Jersey to Roxbury High School for the school's proposal of making available a Bowling team for its students. The grant monies will be used to provide students of all abilities the opportunity to train and play together as teammates.

JOINT TRANSPORTATION AGREEMENT

- *17. RESOLVED, that the Roxbury Township Board of Education approve a Joint Transportation Agreement whereby the Roxbury Township Board of Education will act as the Host District providing transportation services as specified below to the Joiner District, the Mount Arlington Board of Education.

2023-2024 Joint Transportation Agreement School Related Activities				
Start Date	End Date	Host District's Identification Number	Destination	Joiner Cost
09/01/2023	06/30/2024	CCM01	CCM to Roxbury HS Shuttle	\$1,779.60
		4% Administrative Fee		\$71.18
		Joiner District To and From Total Route Cost		\$1,850.78

SCHOOL BUS EMERGENCY EVACUATION DRILLS

- *18. RESOLVED, that the Roxbury Township Board of Education approve the School Bus Emergency Evacuation Drill Reports listed below. All Emergency Evacuation Drill Reports are available at the Administration Building during normal working hours.

Evacuation Drill # 1 - Board Agenda 11/13/2023				
<i>Date of Drill</i>	<i>Time of Day</i>	<i>School Name Supervisor of Drill</i>	<i>Location of Drill</i>	<i>Route Number</i>
10/3/2023	7:00 AM	Roxbury High School Mr. D. Miller, Principal	1 Bryant Drive, Succasunna	RHS01-RHS27 MTH13-MTH15 & MHC15
10/4/2023	7:45 AM	Eisenhower Middle School Mr. P. Gallagher, Principal	47 Eyland Ave, Succasunna	EMS01-EMS21, MHC20
10/2/2023	9:30 AM	Nixon School Mrs. D. Lynch, Principal	275 Mt. Arlington Blvd., Landing	All Students - Bus safety
10/4/2023	9:30 AM	Kennedy School Mrs. N. Acevedo, Principal	20 Pleasant Hill Rd., Succasunna	All Students - Bus Safety
10/10/2023	9:30 AM	Edith Decker School Mr. J. Grillo, Principal	446 Howard Blvd., Mt. Arlington	All Students - Bus Safety
10/12/2023	9:30 AM	Mt. Arlington Public Schools, Mr. J. Grillo, Principal	235 Howard Blvd., Mt. Arlington	All Students - Bus Safety
10/16/2023	9:30 AM	Franklin School Mr. B. Hamer, Principal	8 Meeker St., Succasunna	All Students - Bus Safety
10/18/2023	9:30 AM	St. Therese School Mr. T. Dunnigan, Principal	135 Main St., Succasunna	All Students - Bus Safety
10/23/2023	9:30 AM	Jefferson School Mrs. M. Cosgrove, Principal	35 Cornhollow Rd., Succasunna	All Students - Bus Safety
11/1/2023	9:30 AM	Lincoln Roosevelt School Mr. C. Argenziano, Principal	34 N. Hillside Ave., Succasunna	LR01 - LR19

APPROVAL OF REMOTE PILOT CERTIFICATION

- *19. RESOLVED, that the Roxbury Township Board of Education approve reimbursement of costs incurred for the successful completion of the Part 107 remote unmanned aircraft assessment exam in the amount of \$175.00 for Matthew Mawn.

COMPREHENSIVE MAINTENANCE PLAN

- *20. WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the plan for the various school facilities of the Roxbury Township School District are consistent with these requirements, and

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

NOW THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan and Form M-1, Annual Maintenance Budget Amount Worksheet to the Executive County Superintendent of Schools per N.J.A.C. 6A:26A.

ACCEPTANCE OF DONATION

21. RESOLVED, that the Roxbury Township Board of Education approve the donation from Kennedy Elementary School PTA, 20 Pleasant Hill Road, Succasunna, NJ of a book vending machine for Kennedy Elementary School. This donation is valued at \$6,739.00.
22. RESOLVED, that the Roxbury Township Board of Education approve the donation from Kennedy Elementary School PTA, 20 Pleasant Hill Road, Succasunna, NJ of a school sign for Kennedy Elementary School. This donation is valued at \$3,620.00.
- *23. RESOLVED, that the Roxbury Township Board of Education approve the donation from Tractor Supply Co., 279 US-46, Rockway, NJ of drilling supplies for the Structural Design and Fabrication program. The donation is valued at \$3,095.43.

APPROVAL OF DISPOSAL OF PROPERTY

- *24. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the technology equipment listed in Exhibit F-1. These items have been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

COMMUNITY SCHOOL TRIPS

25. RESOLVED, that the Roxbury Township Board of Education approve the **Roxbury Community School trips** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

	<i>Date</i>	<i>Group</i>	<i>Approx # of Students</i>	<i>Approx # of Advisors</i>	<i>Trip Destination</i>	<i>Location</i>
1	2024-01-05 (Fri)	LRS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
2	2024-01-05 (Fri)	EMS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
* 3	2024-01-05 (Fri)	RHS Ski Club	Max 52	3-5	Camelback Ski Resort	Tannersville, PA
4	2024-01-12 (Fri)	LRS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
5	2024-01-12 (Fri)	EMS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
* 6	2024-01-12 (Fri)	RHS Ski Club	Max 52	3-5	Camelback Ski Resort	Tannersville, PA
7	2024-01-19 (Fri)	LRS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
8	2024-01-19 (Fri)	EMS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
* 9	2024-01-19 (Fri)	RHS Ski Club	Max 52	3-5	Camelback Ski Resort	Tannersville, PA
10	2024-01-26 (Fri)	LRS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
11	2024-01-26 (Fri)	EMS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
* 12	2024-01-26 (Fri)	RHS Ski Club	Max 52	3-5	Camelback Ski Resort	Tannersville, PA
13	2024-02-02 (Fri)	LRS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA
14	2024-02-02 (Fri)	EMS Ski Club	Max 52	3-5	Shawnee Mountain	Stroudsburg, PA

* 15	2024-02-02 (Fri)	RHS Ski Club	Max 52	3-5	Camelback Ski Resort	Tannersville, PA
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B. Education (Resolutions 1-11)

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business and will be voted on by one motion.

SAFE RETURN PLAN

- *1. RESOLVED, that the Roxbury Township Board of Education approve its Safe Return Plan for the 2023/2024 school year pursuant to the Federal American Rescue Plan Act, as available on the district's website.

HIB REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, ending as of October 13, 2023 for Incident Nos. 3 through 9.
- *3. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, beginning October 14, 2023 and ending November 10, 2023 for Incident Nos. 10 through 15.

FIELD TRIPS / COMPETITIONS

4. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **community-based instructional trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by "School":

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	EMS	SUMMIT	6	Princeton-Blairstown Center	Hardwick Twp, NJ	R.Engle; A.Somers; C.Thompson
2	EMS	VISTA	5	Walgreens Shopping Center & Downtown Denville	Denville, NJ	T.Martino
3	KES	REACH	7	Princeton-Blairstown Center	Hardwick Twp, NJ	N.Marek; A.Somers
4	LRS	REACH	7	Princeton-Blairstown Center	Hardwick Twp, NJ	E.Neumann; A.Somers
5	NES	LLD; TIDES	13	Circle Bowl & Entertainment	Ledgewood, NJ	J.Perez
6	NES	LLD; TIDES	12	Snip-its in Rockaway Town Plaza	Rockaway, NJ	J.Perez
7	NES	LLD; TIDES	21	Walmart Supercenter	Ledgewood, NJ	J.Perez
8	NES	TIDES	6	McDonald's	Succasunna, NJ	J.Perez

9	NES	TIDES	6	Roxbury Diner	Succasunna, NJ	J.Perez
* 10	RHS	SUCCESS	11	Alstede Farms	Chester, NJ	C.Wenarsky
* 11	RHS	SUCCESS	11	Beanbury Coffee & Kitchen	Succasunna, NJ	C.Wenarsky
* 12	RHS	SUCCESS	11	Home Depot	Succasunna, NJ	C.Wenarsky
* 13	RHS	SUCCESS	11	Hunter Hall	Flanders, NJ	C.Wenarsky
* 14	RHS	SUCCESS	12	Milton United Methodist Church	Oak Ridge, NJ	C.Wenarsky
* 15	RHS	SUCCESS	11	Rockaway Townsquare Mall	Rockaway, NJ	C.Wenarsky
* 16	RHS	SUCCESS	11	Roxbury Mall	Succasunna, NJ	C.Wenarsky
* 17	RHS	SUCCESS	11	Roxbury Public Library	Succasunna, NJ	C.Wenarsky
* 18	RHS	SUCCESS	11	The Shops At Ledgewood Commons	Ledgewood, NJ	C.Wenarsky
* 19	RHS	SUCCESS	11	Walmart Supercenter	Ledgewood, NJ	C.Wenarsky
* 20	RHS	SUMMIT	28	Princeton-Blairstown Center	Hardwick Twp, NJ	P.Critelli; David Hughes; A.Somers; A.Vergara
* 21	RHS	VISTA	8	Kohl's	Succasunna, NJ	K.Gangemi
* 22	RHS	VISTA	8	Petco	Succasunna, NJ	K.Gangemi
* 23	RHS	VISTA	8	Randolph Diner	Randolph, NJ	K.Gangemi
* 24	RHS	VISTA	8	Rockaway Townsquare Mall	Rockaway, NJ	K.Gangemi
* 25	RHS	VISTA	8	Target	Rockaway, NJ	K.Gangemi
* 26	RHS	VISTA	8	Walmart Supercenter	Ledgewood, NJ	K.Gangemi

5. RESOLVED, that the Roxbury Township Board of Education approve staff and students for participation in **same-day field trip requests** as listed, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by "School":

	School	Group	Estimated # of Students	Trip Destination	Location	Faculty Sponsor
1	EMS	Gr. 7 - 8	50	ShopRite and Mt. Arlington Senior Living	Succasunna, then Mt. Arlington, NJ	J.Harrison Calderon
2	EMS	Gr. 8	275	Ocean Institute	Highlands, NJ	J.Blewitt; R.Tatarka; E.Zavala
3	JES	Gr. 2	70	Growing Stage Theater	Netcong, NJ	K.Graha
4	JES	Gr. 4	73	Hopatcong State Park	Landing, NJ	S.Carroll
5	KES	Gr. 1	50	Turtle Back Zoo	West Orange, NJ	A.Grant; E.Kim; K.Nickel
6	KES	Gr. 2	53	Growing Stage Theater	Netcong, NJ	E.Allen
7	KES	Gr. 2	60	Waterloo Village Historic Site	Stanhope, NJ	C.Desiato; E.Iuvone; N.Olcott;

8	LRS	Gr. 6 Chorus	80	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
9	LRS	Gr. 6 Band	83	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
10	LRS	Gr. 6 Orchestra	34	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; J.Goodwin
11	LRS	Gr. 6 Band	83	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
12	LRS	Gr. 5 Band	94	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
13	LRS	Gr. 5 & 6 Orchestra	74	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; J.Goodwin
14	LRS	Gr. 6 Chorus	80	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
15	LRS	Gr. 5 Band	94	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
16	LRS	Gr. 6 Band	83	Roxbury HS Auditorium	Succasunna, NJ	K.Barry; S.Bream
* 17	RHS	Gr. 12 English IV (H): Expository Writing	20	American Museum of Natural History	New York, NY	K.Stellingwerf
* 18	RHS	Transition	20	CCM	Randolph, NJ	B.McGinley
* 19	RHS	Varsity R Club, Gr. 10 - 11	5	Mt. Olive HS	Flanders, NJ	J.Dolan; D.Monaco
* 20	RHS	Aviation	15	CAE New Jersey Morristown Training Center	Whippany, NJ	C.Blough; M.Gottfried; M.Mawn
* 21	RHS	Aviation, Gr. 9 - 12	10	Newark Liberty International Airport	Newark, NJ	C.Blough; M.Gottfried; M.Mawn
* 22	RHS	Dance	21	Broadway Dance Center	New York, NY	K.Kong
* 23	RHS	Geophysical Science; Environmental Science; and Environmental Club	80	Mohican Outdoor Center	Blairstown, NJ	R.Dunn; M.Fagan
* 24	RHS	Teaching Young Children	27 (16 HS, 11 PK)	Growing Stage Theater	Netcong, NJ	B.Kroog
* 25	RHS	Structural Design/Fabrication	20	NJ Convention & Expo Center	Edison, NJ	F.Caccavale

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2023/2024

- *6. RESOLVED, that the Roxbury Township Board of Education approve the 2023/2024 Extended School Year and 2023/2024 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
206907	Hunterdon County Vocational School District	\$8,263.00	8/30/23-6/30/24
212361	New Beginnings	\$129,584.00	9/6/23-6/30/24

TUITION STUDENTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve the following tuition contract agreements for the 2023/2024 school year and/or extended school year.

<i>State ID</i>	<i>Sending District</i>	<i>Program</i>	<i>Total</i>
3581558581	Hopatcong Borough Schools	BD	\$20,775.62

APPROVAL OF SENIOR OPTION AND INDEPENDENT STUDY PROJECTS - RHS

- *8. RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2023/2024 school year.

Student	Research Focus	Credits
210585	Student Teaching	3.75

- *9. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for classes at Roxbury High School listed below to be completed in the 2023/2024 school year.

Student	Research Focus	Credits
206008	Advanced Filming and Editing	5

EXTRACURRICULAR AGREEMENTS

10. RESOLVED, that authorization to establish the 2023/2024 school year as Year One of the following extracurricular club on a two-year trial basis be approved by the Roxbury Township Board of Education.

Extracurricular Clubs Two-year trial basis Year 1 as of 2023/2024		
	<i>School</i>	<i>Club Name</i>
1	EMS	Fellowship of Christian Students

APPROVAL OF NEW COURSES

11. RESOLVED, that the courses listed below be adopted as of the 2024/2025 school year:

	<i>Course</i>	<i>School / Course Level</i>	<i>Grade Level</i>	<i>Course Duration (FY, Sem, Q)</i>
* 1	Peer 2 Peer Physical Education	RHS	10 - 12	FY
2	Peer 2 Peer Physical Education	EMS	7 - 8	FY
* 3	Unified Art	RHS	9 - 12	FY
* 4	Spanish V H	RHS	11 - 12	FY
* 5	Practical Spanish I and II	RHS	9 - 12	FY
* 6	Human Geography	RHS	9 - 12	FY

* 7	AP US History I	RHS	9	FY
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C. Policies (Resolution 1-2)

The following motion recommended by the Superintendent and School Business Administrator is non-controversial, a matter of routine business and will be voted on by one motion.

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following for second reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 0168.01 New	Live Streaming of Public Board Meetings	P2
b	Policy and Regulation 1642.01 New	Sick Leave	P3 & P4
c	Policy and Regulation 2419 New	School Threat Assessment (M)	P5 & P6
d	Policy and Regulation 3432 Abolished	Sick Leave	P7 & P8
e	Policy and Regulation 4432 Abolished	Sick Leave	P9 & P10
(M) = Mandated by law or monitoring standards			

- *2. RESOLVED, that the Roxbury Township Board of Education approve the following for first reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 2270 Revised	Religion in the Schools	P11
b	Policy 3161 Revised	Examination for Cause	P12
c	Policy & Regulation 3212 Revised	Attendance (M)	P13 & P14
d	Policy 3324 Revised	Right of Privacy	P15
e	Policy 4161 Revised	Examination for Cause	P16
f	Policy & Regulation 4212 Revised	Attendance (M)	P17 & P18
g	Policy 4324 Revised	Right of Privacy	P19
h	Policy & Regulation 5111 Revised	Eligibility of Resident/Nonresident Students (M)	P20 & P21
i	Policy & Regulation 5116 Revised	Education of Homeless Children and Youths	P22 & P23
j	Policy & Regulation 5460.02 Abolished	Bridge Year Pilot Program	P24 & P25
k	Policy & Regulation 7481 Revised	Unmanned Aircraft Systems	P26 & P27
l	Policy 8500 Revised	Food Services (M)	P28
m	Policy 8540 Abolished	School Nutrition Programs (M)	P29
n	Policy 8550 Abolished	Meal Charges/Outstanding Food Service Bill (M)	P30
(M) = Mandated by law or monitoring standards			

D. Policies (Resolution 1)

The following motion requested by the Board of Education will be voted on separately due to the potential controversial nature.

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following for first reading:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 5756 Abolished	Transgender Students	P1

E. Negotiations (Resolution 1-2)

The following motion recommended by the Superintendent and School Business Administrator is non-controversial, a matter of routine business and will be voted on by one motion.

APPROVAL OF ADDENDUM

- *1. RESOLVED, that the Roxbury Township Board of Education approve an Addendum to the Employment Contract between the Roxbury Township Board of Education and its Director of Human Resources and Staff Development for the term July 1, 2023 to June 30, 2024 pertaining to Article 2 and Article 7 Section (c)(ii)(2).

APPROVAL OF CONTRACT AGREEMENT BETWEEN THE ROXBURY TOWNSHIP BOARD OF EDUCATION AND THE ROXBURY BUS DRIVERS GROUP

- *2. RESOLVED, that the Roxbury Township Board of Education ratifies the Contract Agreement between it and the Roxbury Bus Drivers Group covering the period from July 1, 2023, through June 30, 2026. The Contract Agreement has recently been ratified by the Roxbury Bus Drivers Group, and

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement in a form satisfactory to the Board Attorney.

F. Personnel (Resolutions 1-15)

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business and will be voted on by one motion.

(NOTE: Approval of these resolutions authorizes the Superintendent to submit to the County Superintendent applications for emergent hiring and the candidate's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those candidates listed below. All appointments are pending verification of employment history pursuant to New Jersey P.L. 2018, c. 5 (N.J.S.A. 18A:6-7.6, et. seq.); contingent upon receipt of proper certification; and all salary placements are pending receipt of college transcripts verifying degree status.)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

1. RESOLVED, that the Roxbury Township Board of Education approve the following:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
* 1	D'Amato, Sebastian	Dist	Security Guard (P/T 10m)	Resignation for personal reasons	10/31/23	
2	Florio, Jordan	EMS	Leave-repl H/PE Teacher	Resignation for personal reasons	11/2/23	
3	O'Shea, Nichole	NES	Gr. 4 Teacher	Rescind appt	--	Initially aprvd 9/5/23, VI.B.4.1.

LEAVES OF ABSENCE

2. RESOLVED, that the Roxbury Township Board of Education approve the following:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	Agresta, Lauren	FES, NES	Art Teacher	1/24/24 or sooner if nec	Using 2 personal days	FMLA/NJFLA	4/17/24	
* 2	Kelly, Erika	DIST	Supervisor of Applied Sciences & Mathematics Gr. PK - 6	8/7/23	Using avail sick, personal, then 3 vacation days & all floating holidays	FMLA/NJFLA	3/4/24	Extends Leave aprvd 8/21/23 E.2.1
* 3	Pinto, Joseph	B&G	Grounds - keeper	11/2/23	Using available days	N/A	Upon release by physician	
4	Rohde, Stephanie	JES	Gr. 4 Teacher	3/12/24 or sooner if nec	Using available sick & personal days	FMLA/NJFLA	10/23/24	
5	Rossi, Christina	EMS	Gr. 7 ELA Teacher	1/22/24 or sooner if nec	Using available personal days first, then available sick	FMLA/NJFLA	8/26/24	
6	Toupet, Jennifer	EMS	Special Education Teacher (RC)	10/25/23	n/a	Up to 6 wks of FMLA	Upon release by physician	
* 7	Wood, Thomas	Dist	Computer Technician	12/7/23	Using available days	FMLA, if needed	Upon release by physician	
* 8	21372			11/8/23	Using available days	FMLA, if needed	Upon release by physician	
^ Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.								

APPOINTMENTS

3. RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Colatrella, Colleen	JES	Paraprofessional	REA Paraprof Step A	\$19.00 hourly	11/14/23	6/30/24	New P/T 504 position AID.504.PT.NA.01; not to exceed 29.5 hrs/wk
* 2	Cole, Melanie	TR	Bus Driver Trainer	N/A	\$28.83 hourly	11/14/23	6/30/24	Provides training as needed, not to exceed \$4,500
* 3	Long, Virginia	TR	Bus Aide	N/A	\$16.50 hourly	12/1/23 ^	6/30/24	P/T replacement in position AID.BUS.TRN.NA.05; not to exceed 29.5 hrs/wk
* 4	Pilgrim, Franklyn	TR	Bus Driver	RBDG Step 1	\$28.97 hourly	12/1/23 ^	6/30/24	Replacement in position BUS.TR.DRI.RE.20
^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer.								

4. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Prior BOE Appt	Discussion
1	Banas, Jessica	EMS	Special Education Teacher (RC)	23/24 MA+15 Step 11	\$73,115 prorated	11/20/23	6/30/24	9/18/23	Tenure-track replacement in position TCH.SPE.RES.NA.19.
* 2	Kane, John	EMS, RHS	French Teacher	23/24 BA+30 Step 1	\$60,925 prorated	10/30/23	6/30/24	8/21/23	Tenure-track replacement in position TCH.DS.WL.FR.01. Start date ends appt as TST app'd 9/18/23, XV.D.11.2.

APPOINTMENTS - LEAVE REPLACEMENTS

5. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions:

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Irwin, Gary	EMS	Leave-repl H/PE Teacher	\$300 per diem	11/14/23 ^	TBD Pending return	Replacement in position TCH.EMS.PEH.NA.01
^ Employment start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - TRANSITIONAL SUBSTITUTE STAFF

6. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions for the 2023/2024 school year on an as needed basis:

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	O'Shea, Nichole	NES	Transitional Substitute Teacher (Gr. 4)	\$230.00 per diem	9/6/23	11/3/23	Extends <i>End Date</i> aprvd 9/18/23, XV.D.11.4. Replacement in position TCH.NIX.GR4.NA.01
* 2	Zeris, Lauren	RHS	Transitional Substitute Teacher (FCS)	\$230.00 per diem	8/28/23	Following receipt of certification documentation	Extends <i>End Date</i> aprvd 9/18/23, XV.D.11.5. Replacement in position TCH.RHS.FAM.NA.05

APPOINTMENTS - SUBSTITUTES

- *7. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions on an as needed basis:

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Bautz, Kelsey	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	11/14/23 [^]	6/30/24	
2	Catano, Santiago	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	11/14/23	6/30/24	
3	Talty, Tania	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	11/14/23	6/30/24	
[^] Start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - EXTRACURRICULAR

- *8. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

23/24 Club Appts						
	<i>POS LOC</i>	<i>POS TYPE</i>	<i>POSITION</i>	<i>ASSIGN-MENT</i>	<i>NAME</i>	<i>23/24 TOTAL Stipend</i>
1	RHS	CLUB	Student Council	Assistant Advisor	Heddy, Elizabeth	\$925

- *9. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2023/2024 school year as indicated in the attached Exhibits. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the position indicated.

	<i>Exhibit Title</i>	<i>Exhibit Number</i>
1	23/24 Winter Athletic Appts	HR 1.1

2	23/24 RHS Spring Musical Play Appointments	HR 1.2
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- *10. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

23/24 Specialized Consultants						
	<i>Trial Club</i>	<i>Loc of Club</i>	<i>Role</i>	<i>Name</i>	<i>Payment</i>	<i>23/24 SY is:</i>
* 1	Indoor Color Guard	RHS	Advisor	Herrera, Cindy	Volunteer-basis	Yr 1 of 2-yr trial period for club, aprvd 6/26/23.
* 2	Indoor Percussion	RHS	Co-Advisor	Kulick, Justin	Volunteer-basis	Yr 2 of 2-yr trial period for club, aprvd 6/26/23.
	Indoor Percussion	RHS	Co-Advisor	Monaghan, Mark		

SALARY ADJUSTMENTS - CERTIFICATED STAFF

11. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2023/2024 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	<i>Name</i>	<i>Loc of Prog/ Class</i>	<i>Program/ Class</i>	<i>Extra Blocks assigned:</i>	<i>Effective</i>	<i>Salary Guide / Step</i>	<i>Addl. Salary not to exceed</i>	<i>Discussion</i>
1	Toupet, Jennifer	EMS	Gr. 8 ISL ELA	1 block during Block 3 on A days w/in A/B day schedule @ EMS	8/30/23 - 10/24/23 #	23/24 MA+15 Step 10	\$1,451 #	Student needs.
2	Loeb, Jessica	EMS	Gr. 8 ISL ELA	1 block during Block 3 on A days w/in A/B day schedule @ EMS	11/15/23 - 1/18/24	23/24 MA+30 Step 19	\$1,825	Student needs.
# Amendments to VI.B.1.2, Exhibit HR 1.2, Row No. 10 aprvd 9/5/23.								

SALARY ADJUSTMENTS - Roxbury Bus Drivers Group (RBDG)

12. RESOLVED, that the Roxbury Township Board of Education hereby authorizes and directs the Board President to execute the salaries as presented in the Collective Bargaining Agreement between it and the Roxbury Bus Drivers Group (RBDG) for the 2023/2024 school year as indicated in Exhibit HR 2.

MENTORING

13. RESOLVED, that the Roxbury Township Board of Education approve the mentoring assignments indicated below. The number of weeks shown encompasses weeks when school is in session; and when the novice teacher and mentor are present at school to collaborate:

	<i>Novice Teacher</i>	<i>Mentoring Term in Roxbury</i>
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	Name	Loc	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
1	Florio, Jordan	EMS	n/a	Richman, Margery	8/28/23	10/6/23 #	6 #	\$110 #
* 2	Kane, John	EMS, RHS	n/a	Spargo, Barbra Allyson	11/17/23	6/14/24	28	\$933
# Amendments to XV.E.18.2 aprvd 8/21/23.								

COMMUNITY SCHOOL

14. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Sparano, Deidre	K-4	Sub Certified	\$25.00	11/14/23	6/30/24	Update rate of pay based on new credentials

15. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School Ski Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Demova, Bohdanka	RHS	Ski Club Co-Advisor	\$30.00	1/1/24	3/15/24	Amends 10/16/23 Resolution
2	Gibson, Ryan	EMS	Ski Club Co-Advisor	\$30.00	1/1/24	3/15/24	Amends 10/16/23 Resolution
3	Osbus, Jamie	LRS	Ski Club Co-Advisor	\$30.00	1/1/24	3/15/24	Amends 10/16/23 Resolution
4	Rodgers, Susanna	LRS	Ski Club Co-Advisor	\$30.00	1/1/24	3/15/24	Amends 10/16/23 Resolution

G. Executive Session Regular Meeting

- *1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on December 11, 2023 at 6:30 p.m. and;

WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting;

November 13, 2023

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

BE IT FURTHER RESOLVED, that the public portion of the aforementioned Roxbury Township Board of Education Regular Meeting will commence at 7:30 p.m.

XVII. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

Recycling					
Description	Manufacturer	Model	Serial #	Asset Tag #	Quantity
Server		K1100S	na	na	1
Server		K2100S-ADV	na	na	1
Network Faceplates , junction boxes	Leviton, Ortonics and ICC	1 port, 2port, 3 port and 4 ports	na	na	10 boxes
Printer	Dell	2330		624	1
5 ft Patch Cables	various	na	na	na	1 box
Projector	Epson	PL95	na	999	1
USB Camera	Ipevo	Point 2 View	na	na	10
Monitor	Dell	na	na	na	2
Computer	Dell	Optiplex 990	5YMM1R1	643	1
Computer	Dell	Optiplex 990	60DD1R1	973	1
Computer	Dell	Optiplex 990	6TPT1R1	526	1
Computer	Dell	Optiplex 990	C40PPW1	1679	1
Computer	Dell	Optiplex 990	5CTJ1R1	294	1
Computer	Dell	Optiplex 990	1HN7KS1	985	1
Computer	Dell	Optiplex 990	HGSB5W1	131	1
Computer	Dell	Optiplex 990	5SMD1R1	388	1
Computer	Dell	Optiplex 990	6KGWYQ1	837	1
Computer	Dell	Optiplex 990	6CXXYW1	705	1
Computer	Dell	Optiplex 990	7WJNFX1	125	1
phone	Samsung	galaxy	na	na	1

POLICY

BYLAWS
0168.01/page 1 of
Live Streaming of
Public Board Meetings

0168.01 LIVE STREAMING OF PUBLIC BOARD MEETINGS

The Board recognizes the value of live streaming regular and special Board of Education public meetings and, from time-to-time, other public meetings of the Board and its committees. Therefore, the Board, at its sole discretion, may live stream in real time all or any portion of public meetings.

The Board approved written minutes is the official record of the meeting. The live streaming of any public Board meeting or other video recorded Board meeting produced by the District is not the official record of the meeting.

The Board, at its sole discretion, may: ~~d~~Discontinue the streaming of a meeting at any time by majority vote of the Board members in attendance at a public Board meeting if streaming becomes impractical due to equipment malfunction, operator unavailability, if the streaming is creating any impediment to conducting the meeting in an orderly fashion.

Any discontinuance of streaming of a meeting for any reason shall not be cause for termination of the meeting ~~nor for any challenge of the validity of any action taken by the Board after streaming is discontinued,~~ but the audio recording will continue as dictated by Policy 0168. Streaming is solely intended for the convenience of the public and is not essential to the function of the Board.

The agenda for the meeting will contain a notification that all or a portion of the meeting is being streamed live for the purpose of public access. In addition, the presiding officer will announce the meeting or portions of the meeting will be live-streamed.

Any live steaming broadcasting of a public Board meeting may contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

BYLAWS
0168.01/page 2 of 2
Live Streaming of
Public Board Meetings

The Board directs the administration to keep the unedited recording of a public Board meeting that has been live streamed for at least one year or until the public Board meeting minutes have been approved by the Board, whichever is the longer time period. ~~Such recordings for meetings other than public Board meetings shall be kept for at least six months from the meeting date 45 days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they~~ Segments of specific meetings may be erased with good cause and only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for destruction of public records.

Public comment periods are reserved for individuals who are in-person at a Board meeting. A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures. However, ~~Members of the public who are not present at the meeting and are watching live streaming of the meeting will not be able permitted to participate in the meeting being live streamed.~~

The live streamed video and audio is intended to include Board members, district personnel and members of the public who address the Board in accordance with Board policy and procedures. Students who address the Board may be included in the live streaming unless their parent requests otherwise in advance. Live streaming will not purposely include members of the audience other than as previously stated, but such members may be included incidentally and there shall be no claim against the Board for such inclusion.

Adopted: 13 November 2023



POLICY

ADMINISTRATION
1642.01/page 1 of 3
Sick Leave

1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;



POLICY

ADMINISTRATION
1642.01/page 2 of 3
Sick Leave

- c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- 5. The death of a family member for up to seven days;
 - 6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - 7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 - 8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.



POLICY

ADMINISTRATION
1642.01/page 3 of 3
Sick Leave

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 13 November 2023



REGULATION

ADMINISTRATION
R 1642.01/page 1 of 7
Sick Leave

R 1642.01 SICK LEAVE

A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

ADMINISTRATION
R 1642.01/page 2 of 7
Sick Leave

7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.
- B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1
1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- e. The death of a family member for up to seven days;
- f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
- g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
- h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
- 2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
 - 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;



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- d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

- 1. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
- 3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
- 4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

- 1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.



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2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
 3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.
- F. Accumulation of Sick Leave
1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.
- G. Exhaustion of Sick Leave
1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.
- H. Records
1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.



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- a. The Superintendent or designee will maintain the employee's record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

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2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4, this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training



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shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted: 13 November 2023



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R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
 5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
 6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.
- B. Multidisciplinary Threat Assessment Team
1. Threat Assessment Team Members
 - a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:
 - (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
 - b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
 - c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
 - (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
 - a. Most reports can be handled by the School-Based Team.



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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
- 5. Step 5: Establish Threat Assessment Procedures
 - a. Decide how to document cases.
 - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
 - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
- 6. Step 6: Develop Risk Management Options
 - a. Identify all available resources for creating individualized management plans.
 - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
 - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
 - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
- 7. Step 7: Create and Promote Safe School Climates
 - a. Assess current school climate.
 - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district “...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues...” and to “review and strengthen school climate and the policies of the school.
 - b. Enhance current school climate.
 - c. Strengthen students’ connectedness.
 - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
 - d. Break down “codes of silence” and help students feel empowered to come forward and share concerns and problems with a trusted adult.
 - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
- 8. Step 8: Conduct Training for all Stakeholders
 - a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern

- a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.



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2. Step 2: Screen the Case

- a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
 - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
- b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
- c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources

- a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
 - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
 - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.

3. Awareness Training for Other School Community Stakeholders

- a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans

- a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
 - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
 - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.



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3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records

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School Threat Assessment Teams

- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
 - (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted: 13 November 2023



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3432/Page 1 of 2
SICK LEAVE

3432 SICK LEAVE

-
~~The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.~~

-
~~An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave and vacation time the Board will grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.~~

-
~~The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.~~

-
~~The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.~~

-
~~The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.~~

-
~~The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.~~

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~~29 U.S.C. 2601 et seq.~~

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~~N.J.S.A. 18A:30-1 et seq.~~



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
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~~Adopted: 14 October 2013~~

ABOLISHED



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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SICK LEAVE

R 3432 SICK LEAVE

~~A. Eligibility for Sick Leave~~

~~1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:~~

~~a. Personal disability due to the employee's illness or injury,~~

~~b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or~~

~~c. The employee's having been quarantined for a contagious disease in his/her immediate household.~~

~~2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:~~

~~a. Has engaged in or prepared for gainful employment with an employer other than the Board;~~

~~b. Has participated in a concerted work stoppage, or~~

~~c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.~~

~~B. Notification Procedures (AESOP)~~

~~1. An employee who anticipates a day of disability should make every reasonable effort to so notify the Building Principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.~~

~~2. Notice of the disability should include a reasonable estimate of the duration of the disability.~~

~~3. An employee who becomes aware of his/her disability on the morning of the absence must record the absence on the AESOP attendance management program and document the absence. If in the event the~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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~~illness occurs one half hour prior to the contractual reporting time, the employee must contact the Building Principal/immediate supervisor to report the absence also.~~

~~4. An employee who becomes disabled during the school day must so inform the Building Principal/immediate supervisor as promptly as possible and request permission to leave the school premises.~~

~~5. In all instances, the employee himself/herself should call the Principal to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.~~

~~C. Sick Leave Charges~~

~~1. A sick leave absence commences when the absence is called in pursuant to paragraph B. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 10:00 a.m. appropriate half-day mark specific to the employees place of work.~~

~~2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.~~

~~3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.~~

~~4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.~~

~~D. Verification of Sick Leave~~

~~1. An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating:~~

~~a. The reason for the employee's absence, as personally known to the physician; and~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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SICK LEAVE

b. ~~If the employee is not immediately returning to work, the anticipated duration of the employee's disability.~~

e. ~~In the event, the employee does not provide the duration of absence, the Superintendent or designee will recommend to the Board of Education an absence window of up to sixty (60) days. This recommendation will reoccur at each window's conclusion in order to ensure the continuity of instruction and an appropriate educational environment is sustained. Should an employee's banked sick time not be sufficient to cover the window of approval, the approval will curtail at the exhaustion of such bank and the employee will be moved to unpaid leave. This clause does not excuse employees from complying with the aforementioned D.1.b, rather it establishes a mechanism to approve absence in the event he/she does not comply.~~

2. ~~The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

3. ~~If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.~~

E. ~~Readmission After Disability~~

1. ~~An employee who wishes to return to work after sick leave of more than three consecutive working days shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.~~

2. ~~The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

3. ~~If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two~~



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~~examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.~~

~~F. Exhaustion of Sick Leave~~

- ~~1. The Superintendent or designee will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.~~
- ~~2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled, the AESOP attendance management program will so inform the employee.~~
- ~~3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.~~
- ~~4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.~~
- ~~5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.~~

~~G. Accumulation of Sick Leave~~

- ~~1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year (dependent upon the respective employee's contract as appropriate) and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.~~
- ~~2. At the beginning of each contract year, days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.~~
- ~~3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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SICK LEAVE

a. ~~At the close of each school year, the number of sick leave days not used by a part time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.~~

b. ~~At the beginning of the following school year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.~~

c. ~~When a part time employee, continuously employed in the district, is employed full time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part time employee. The product will be divided by five, the number of days in a full time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.~~

H. ~~Records~~

1. ~~The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.~~

2. ~~Each employee's attendance record will record the reason for any absence.~~

3. ~~The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.~~

~~Issued: 14 October 2013~~

~~Revised: 19 December 2016~~



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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SICK LEAVE

4432 SICK LEAVE

-
The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy.

-
An employee who has been employed in the district at least twelve months and for at least one thousand two hundred fifty hours in the previous twelve months is eligible for sick leave under the Federal Family and Medical Leave Act. When any such employee with a serious health condition has exhausted his/her entitlement to paid sick leave, personal leave, and vacation time the Board will grant additional, unpaid sick leave until the total amount of the employee's sick leave, both paid and unpaid, is equal to twelve work weeks in any twelve month period. "Serious health condition" means an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider. When medically necessary, unpaid sick leave granted under this paragraph may be taken intermittently or on a reduced leave schedule.

-
The Board will consider the application of any eligible employee for an extension of sick leave when the employee has exhausted all statutory entitlements to sick leave.

-
The Board reserves the right to require of any employee who claims sick leave sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

-
The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

-
The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.

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29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.



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ROXBURY TOWNSHIP
BOARD OF EDUCATION

Support Staff
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Adopted: 14 October 2013

ABOLISHED



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ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF
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R 4432 SICK LEAVE

~~A. Eligibility for Sick Leave~~

~~1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:~~

~~a. Personal disability due to the employee's illness or injury;~~

~~b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or~~

~~c. The employee's having been quarantined for a contagious disease in his/her immediate household.~~

~~2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:~~

~~a. Has engaged in or prepared for gainful employment with an employer other than the Board;~~

~~b. Has participated in a concerted work stoppage; or~~

~~c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.~~

~~B. Notification Procedures (AESOP)~~

~~1. An employee who anticipates a day of disability should make every reasonable effort to so notify his/her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.~~

~~2. Notice of the disability should include a reasonable estimate of the duration of the disability.~~

~~3. An employee who becomes aware of his/her disability on the morning of the absence must record the absence on the AESOP attendance management program and document the absence. If in the event the~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

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~~illness occurs one half hour prior to the contractual reporting time, the employee must contact the Building Principal/immediate supervisor to report the absence also.~~

~~4. An employee who becomes disabled during the school day must so inform the Building principal/immediate supervisor as promptly as possible and request permission to leave the school premises.~~

~~5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.~~

~~C. Sick Leave Charges~~

~~1. A sick leave absence commences when the absence is called in pursuant to paragraph B.~~

~~a. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the appropriate half day mark specific to the employees place of work.~~

~~b. A school bus driver who reports a disability after the morning bus runs are completed will be charged only one half a sick leave day.~~

~~2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.~~

~~3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.~~

~~4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.~~

~~D. Verification of Sick Leave~~

~~1. An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating:~~



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF
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a. ~~The reason for the employee's absence, as personally known to the physician, and~~

b. ~~If the employee is not immediately returning to work, the anticipated duration of the employee's disability.~~

2. ~~The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

3. ~~If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.~~

E. ~~Readmission After Disability~~

1. ~~An employee who wishes to return to work after sick leave of more than three consecutive working days shall submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties.~~

2. ~~The Superintendent or designee may, in his/her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.~~

3. ~~If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.~~

F. ~~Exhaustion of Sick Leave~~

1. ~~The Superintendent or designee will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.~~



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2. ~~When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which he/she is entitled, the AESOP attendance management program will so inform the employee.~~

3. ~~An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.~~

4. ~~Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.~~

~~G. Accumulation of Sick Leave~~

1. ~~Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.~~

2. ~~At the beginning of each contract year, dependent upon the respective employee's contract, the appropriate days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.~~

3. ~~The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.~~

a. ~~At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.~~

b. ~~At the beginning of the following contract year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when he/she has exhausted the sick leave days available in the current contract year.~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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e. ~~When a part time employee, continuously employed in the district, is employed full time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part time employee. The product will be divided by five, the number of days in a full time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.~~

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H. ~~Records~~

-
1. ~~The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 4211.~~
 -
 2. ~~Each employee's attendance record will record the reason for any absence.~~
 -
 3. ~~The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.~~
 -
 -

Issued: 14 October 2013



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
2270/Page 1 of 2
RELIGION IN THE SCHOOLS

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

As a condition of receiving Elementary and Secondary Education Act of 1965 (ESEA) funds, the Board of Education must annually certify in writing to the New Jersey Department of Education that no Board policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in the United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance). The Board must provide this certification to the New Jersey Department of Education by October 1 of each year during which the Board participates in an ESEA program. The USDOE Guidance provides information on the current state of the law concerning constitutionally protected prayer and religious expression in public elementary and secondary schools.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular public school contexts related to ~~prayer: prayer and~~ religious ~~exercise~~ ~~expression: prayer~~ during non-instructional time; organized prayer groups and activities; ~~teachers, administrators, and other school employees;~~ moments of silence; accommodations of ~~for personal prayer and religious exercise~~ during instructional time; ~~prayer in classroom assignments;~~ student assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies; ~~and/or personal activities of teachers, administrators, and other school employees' activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the ~~governing~~ constitutional principles regarding religious expression other than prayer in particular public school contexts ~~in particular contexts related to religious expression:~~ religious literature; teaching about religion; student dress codes and policies; religious expression in class assignments and homework; and/or religious excusals for religious activities.



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RELIGION IN THE SCHOOLS

In addition to the constitutional principles outlined in this Policy and the USDOE Guidance, public schools may also be subject to requirements under Federal and State laws relevant to prayer and religious expression. Such Federal and State laws may not; however, obviate or conflict with a public school's Federal constitutional obligations described in the USDOE Guidance. The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are **accorded** ~~afforded~~ the same access to Federally funded public secondary school facilities as are student secular activities.

The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

Any issues regarding **prayer and religious expression** ~~religion~~ in the schools, **the USDOE Guidance**, and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected

Prayer **and Religious Expression** in Public Elementary and Secondary Schools – ~~January 16, 2020~~ **May 15, 2023**

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 14 October 2013

Revised: 17 August 2020

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, ~~t~~The Board of Education may require the physical ~~and/or~~ psychiatric examination of ~~any~~ a teaching staff member whenever, in the judgement of the Board, a teaching staff member ~~who~~ shows evidence of deviation from normal physical or mental health ~~in accordance with N.J.A.C. 6A:32-6.3(b) The Superintendent or designee shall a physical and/or psychiatric examination of a teaching staff member whenever, in the judgement of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a~~ A teaching staff member that is required to undergo a physical ~~and/or~~ psychiatric examination:

1. ~~shall be provided a written statement of reasons for the required examination(s) and notice~~ The teaching staff member shall be provided with a written statement of the reasons for the required examination;

2. ~~and has the right to request~~ The teaching staff member shall be provided with a hearing, if requested ~~with the Board.~~

a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;

b. The teaching staff member must request the Board hearing, in writing within five working days of the teaching staff member's receipt of the written statement of reasons:

(1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;

c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);

d. ~~, provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and~~

e. The Board's determination at the conclusion of such a hearing is shall be appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.

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

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



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

2. ~~The Board shall require that~~ The teaching staff member shall authorize the physician or institution performing the examination to immediately release of the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of the examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is



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conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; ~~and~~–

3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

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

42 U.S.C.A. 12101

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

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

Adopted: 14 October 2013

Revised: 13 June 2022

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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ATTENDANCE (M)

3212 ATTENDANCE (M)

M

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. **Teaching staff** Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a **teaching** staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or** Board policy; falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not to be limited to**, the withholding of a salary increment, **termination** dismissal, **nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for~~ **by statute; administrative code;** ~~in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, The Superintendent or Board of Education may require~~ **verification** ~~a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.~~

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **teaching** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns** ~~data~~, the training of



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teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 ~~et seq.~~ 18A:30-2; 18A:30-4

Adopted: 5 October 2015

Revised: TBD



REGULATION

TEACHING STAFF MEMBERS

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~~PROFESSIONAL STAFF ATTENDANCE~~

R 3212 ~~PROFESSIONAL STAFF ATTENDANCE~~

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; and administrators; **and other certificated staff members**. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, **bereavement leave**, and other **leaves of absences taken by the teaching staff member** ~~approved leaves~~. The **teaching staff member's** ~~employee's~~ attendance record will include notation of verification of an absence where such verification is required by **the Superintendent or by Policy and Regulation No. 3432 1642.01**. The **teaching staff member's** ~~employee's~~ rate of absence shall be calculated at least **once per school year** ~~every pay period~~ and entered on the **teaching staff member's** ~~his/her~~ attendance record. **A teaching staff member's** ~~An employee's~~ attendance record shall be part of the **teaching staff member's** ~~employee's~~ personnel file.
2. ~~At the end of each year, a~~ **A** cumulative attendance record shall be assembled for each school **in and for the school district and also for the school district as required by the New Jersey Department of Education**.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school **in and for the district and also for the school district**. ~~The attendance summary shall be posted in each school of the district.~~
4. ~~A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.~~

B. Attendance **Reporting and** Improvement Plan

1. Planning
 - a. **Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.**



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TEACHING STAFF MEMBERS
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~~PROFESSIONAL STAFF ATTENDANCE~~

- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
 - c. A report of such absences shall also be provided to the Superintendent or designee.
 - d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
 - e. The Superintendent or designee will meet with ~~Building~~ Principals and supervisors ~~appropriate administrators~~ to discuss the attendance records of teaching staff members ~~summary~~. The attendance records ~~summary~~ shall be analyzed for patterns of absence, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.
2. Implementation
- a. The Superintendent or designee or the teaching staff member's ~~Building~~ Principal or supervisor designated by the Superintendent shall be responsible for implementing the district's a plan for the



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~~PROFESSIONAL STAFF ATTENDANCE~~

improvement of teaching staff member attendance ~~in his/her school building.~~

- b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of the teaching staff members in ~~his/her building~~ their workplace, school, or department. ~~He/She~~ The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and confer personally with each absent employees and may confer with teaching staff members who returns from an absence of any duration, ~~impressing upon employees the district's concern for their health and well-being. The Principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.~~
- c. The Superintendent shall direct Principals and supervisors designated by the Superintendent ~~shall to~~ incorporate, ~~and shall direct other supervisors to incorporate,~~ a teaching staff member's attendance record in ~~his/her~~ the teaching staff member's evaluation.
- d. ~~The Principal may require teachers to evaluate the work done by substitutes in their absence.~~
- de. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom ~~he/she~~ the Principal or supervisor designated by the Superintendent suspects of misusing sick leave or falsifying the reasons for absence.

C. Record of Attendance

- 1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
- 2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any



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~~PROFESSIONAL STAFF ATTENDANCE~~

other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.

3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

E3. In-service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with the teaching staff members



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~~PROFESSIONAL STAFF ATTENDANCE~~

~~assigned to his/her building~~ at the beginning of each school year
to:

- a. Inform ~~employees~~ **teaching staff members** of Board policy and district regulations on attendance;
- b. ~~to familiarize employees with the~~ **procedures** ~~forms~~ to be used in **requesting**, reporting, and verifying absences; **and**
- c. ~~to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to~~ **Acquaint teaching staff members** ~~employees~~ with the degree to which attendance will affect evaluation reports.

~~4. Counseling~~

- ~~a. The Building Principal may, in his/her discretion, call a conference with a teaching staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.~~
- ~~b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.~~
- ~~c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.~~

Issued: 14 October 2013

Revised: **TBD**



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Teaching Staff Members
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RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

3324 RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

The Board of Education will provide facilities and school district-owned property to assist **teaching** staff members in their job responsibilities or for the **teaching** staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **teaching** staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The **teaching** staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

Teaching ~~School~~ staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, **teaching** staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the **teaching** staff member is violating a law or school policy. **Teaching** ~~School~~ staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, **teaching** ~~school~~-staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a teaching staff member or student by any student; other school staff member; visitor; or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff members' Principal or supervisor's prior approval for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity. In the event the teaching staff member's principal or supervisor approves



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RIGHT OF PRIVACY – TEACHING STAFF MEMBERS

such a recording, the principal or supervisor will notify the teaching staff member no later than 24 hours after approval, but not after the time of recording.

A person requesting prior approval to audio or video record a teaching staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and the audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted: 14 October 2013

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

4161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, ~~t~~The Board of Education may require the physical and/or psychiatric examination of any support staff member ~~who~~ whenever, in the judgement of the Board, a support staff member shows evidence of deviation from normal physical or mental health ~~in accordance with N.J.A.C. 6A:32-6.3(b).~~ The Superintendent or designee shall require a physical and/or psychiatric examination of a support staff member whenever, in the judgement of the Superintendent, a support staff member shows evidence of deviation from normal physical or mental health to determine the support staff member's physical and mental fitness to perform with reasonable accommodation the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member that is required to undergo a physical and/or psychiatric examination:

1. The support staff member shall be provided with a written statement of reasons for the required examination(s); and

2. The support staff member shall be provided with a hearing, if requested.

- a. Notice of the support staff member's ~~has the right to request a hearing shall be provided with the statement of reasons for the required examination; with the Board.~~

- b. ~~The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by~~ The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons.

- (1) The A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board; ~~or failed to persuade the~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

~~Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

- c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
 - d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and
 - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.

- B. Pursuant to N.J.S.A. 18A:16-3, ~~t~~The Board shall bear the cost of the examinations made if the examination is performed by a physician or institution designated by the Board. However, the support staff member shall bear the cost if ~~t~~The examination may be is performed by a physician or institution designated by ~~of the support staff member's own choosing, approved by~~ with approval of the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

- 1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the



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EXAMINATION FOR CAUSE

appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.

2. The Board shall require the support staff member shall to authorize the physician or institution performing the examination to immediately release of the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
 - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree:-



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; ~~and~~.

3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

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

42 U.S.C.A. 12101

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

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

Adopted: 14 October 2013

Revised: 13 June 2022

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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ATTENDANCE

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support sStaff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination dismissal, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4, t~~The Superintendent or Board of Education may require verification a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support the staff members. The review will include the collection and analysis of attendance patterns data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.



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N.J.S.A. 18A:30-1 ~~et seq.~~ 18A:30-2; 18A:30-4

Revised: 5 October 2015

Revised: TBD



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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Attendance

M

R 4212 ATTENDANCE

A. Review of Attendance Data

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

B. Attendance Reporting and Improvement Plan

1. Planning
 - a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.



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**ROXBURY TOWNSHIP
BOARD OF EDUCATION****SUPPORT STAFF MEMBERS**

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Attendance

- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
 - c. A report of such absences shall also be provided to the Superintendent or designee.
 - d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
 - e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.
2. Implementation
- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.



REGULATION

**ROXBURY TOWNSHIP
BOARD OF EDUCATION****SUPPORT STAFF MEMBERS**

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Attendance

- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
 - c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
 - d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.
3. Counseling
- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
 - b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
 - c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.



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**ROXBURY TOWNSHIP
BOARD OF EDUCATION****SUPPORT STAFF MEMBERS**

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Attendance

C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.



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SUPPORT STAFF MEMBERS

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Attendance

4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.
- E. In-Service Training
1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
 - a. Inform support staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
 - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

Issued: **TBD**



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RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

4324 RIGHT OF PRIVACY – SUPPORT STAFF MEMBERS

The Board of Education will provide facilities and school district-owned property to assist **support** staff members in their job responsibilities or for the **support** staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **support** staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The **support** staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

Support ~~School~~ staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, **support** staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. **Support** ~~School~~ staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, **support** ~~school~~ staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a support staff member or student by any student; other school staff member; visitor; or any other person while a support staff member is performing their Board-assigned job responsibilities without the prior approval of the support staff member's supervisor. In addition to protecting the privacy rights of all support staff members, such recordings may violate the privacy rights of students and support staff members and can be disruptive to the educational program. The support staff members' supervisor's prior approval for a person to make a video or audio recording of a support staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity. In the event the teaching staff member's



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principal or supervisor approves such a recording the principal or supervisor will notify the teaching staff member no later than 24 hours after approval, but not after the time of recording.

A person requesting prior approval to an audio or video record a support staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the support staff member's supervisor. The supervisor will review the written request and provide the requester with a written decision. If a written approval is not provided by the supervisor to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any support staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted: 14 October 2013

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

M

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

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

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

~~A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.~~

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, and where the person is domiciled in the school district and is supporting the student without remuneration as if the student were their his or her own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C. ~~A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, as required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use their his or her residence and is not the primary financial supporter of that child and any person who~~



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fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.~~

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4 and Regulation 5111 – Section B. ~~When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

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

1. ~~If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 – Education of Homeless Children;~~
-
2. ~~If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;~~
-
3. ~~If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and~~



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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. ~~If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) **and Regulation 5111 – Section C**. ~~If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

~~A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.~~

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school. **Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.** ~~shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – **Section D**.

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

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4 **and Regulation 5111 – Section E**. ~~The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to~~



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~~provide a particular form or subset of documents without regard to other evidence presented.~~

~~The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.~~

In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. ~~The NJMVC may disclose to a school district the information requested in accordance with procedures established by NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.~~

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

Registration and **procedures for** initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 **and Regulation 5111 – Section F**. ~~The Board of Education shall use Commissioner provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.~~

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



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When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education **in accordance with N.J.A.C. 6A:22-4.1(c)2. and Regulation 5111 – Section F.** ~~Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.~~

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws **in accordance with N.J.A.C. 6A:22-4.1(d)2. and Regulation 5111 – Section F.** ~~When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~

Enrollment or attendance at the school shall not be conditioned **or denied pursuant to N.J.A.C. 6A:22-4.1(e) through (i) and Regulation 5111 – Section F.** ~~on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.~~

~~Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.~~



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~~When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.~~

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

~~When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4.2 et seq. and Regulation 5111 – Section G. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.~~

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

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

~~When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote~~



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~~of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~

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

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools **in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I.** ~~Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.~~

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

If no appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner **in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J.** Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq **and Regulation 5111 – Section J.** ~~If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

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

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

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon



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such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. ~~The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of school citizenship, and discipline,~~ attendance, and payment of tuition.

Children Who Anticipate Moving to or from the District

A nonresident student ~~otherwise eligible for attendance~~ whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled ~~with~~ without payment of a tuition rate approved by the Executive County Superintendent for a period of time not greater than twelve weeks prior to the anticipated date of residency. ~~If any such student does not become a resident of the school district within twelve weeks after admission to school, tuition will be charged for attendance commencing the beginning of the thirteenth week and until such time as the student becomes a resident or withdraws from school.~~

Students whose parent or guardian have moved away from the school district on or after April 1st and twelfth grade students whose parent or guardian have moved away from the school district on or after February 1st will be permitted to finish the school year in this school district ~~with~~ without payment of a tuition rate as approved by the Executive County Superintendent.

F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district with the payment of full tuition and a signed tuition contract if required. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting



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documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

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

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Revised: TBD



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

M

A. Definitions – N.J.A.C. 6A:22-1.2

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C 6A:22-3.2(a).
2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or **their** ~~his/her~~ designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. ~~Eligibility to Attend School~~ – Students Domiciled in the District – N.J.A.C. 6A:22-3.1

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
 - a. A student is domiciled in the school district when **the student** ~~he or she~~ is **the child of** ~~living with~~ a parent or



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guardian whose domicile is located within the school district.

- (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. **N.J.A.C. 6A:22-3.1(a)1. And B.1.a. above** This provision shall apply regardless of which parent has legal custody.
- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.



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- (b) When the domicile of **a** ~~the~~ student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
 - (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22, **Policy 5111, and this Regulation.**
 - (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when **the student** ~~he or she~~ has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.



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- d. A student is domiciled in the school district when **the student's** ~~his or her~~ parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's **or unit's** property tax is paid, ~~or to which the majority of the dwelling's or unit's property tax is paid.~~
 - a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs of **eligibility** as provided pursuant to N.J.A.C. 6A:22-3.4 **and E. below.**
 - b. **N.J.A.C. 6A:22-3.1(b) and B.2 above** ~~This provision~~ shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
 - 3e.** When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.



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43. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. ~~Eligibility to Attend School~~— Other Students Eligible to Attend School — N.J.A.C. 6A:22-3.2

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were ~~their~~ his or her own child.
 - a. A student is not eligible to attend this school district pursuant to N.J.A.C. 6A:22-3.2(a) and C.1 above ~~this provision~~ unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that ~~the parent or guardian~~ he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person



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solely for the purpose of receiving a free public education; and

- (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that **the person** ~~he or she~~ is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of **their** ~~his or her~~ lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.



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- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
- 2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under **N.J.A.C. 6A:22-3.2(b) and C.2 above** ~~this provision~~ shall cease at the end of the school year during which the parent or guardian returns from active military duty.
- 3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. When required by the Board ~~of Education~~, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;



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- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1*i*. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a



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student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h), ~~and~~ Policy 5111, and this Regulation ~~5111~~, "family crisis" shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
 - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting



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documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in C.8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of **their** ~~his or her~~ right to appeal the decision within twenty-one calendar days of **the parent's or guardian's** ~~his or her~~ receipt of the notification, and shall state that if such appeal is denied, **the parent or guardian** ~~he or she~~ may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
 - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County



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Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.

- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at C.8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the



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Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
 - (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
 - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the New Jersey Department's of Education's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
 - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- ~~h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.~~
- hi. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in



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accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, **their** ~~his or her~~ decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status – N.J.A.C. 6A:22-3.3

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or **their** ~~his or her~~ compliance with local housing ordinances or terms of lease.
2. Except as set forth in **D.2.a.** below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 **and C. above** shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (DHS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).
3. F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district



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will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

4. J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

~~E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.~~

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

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;



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- b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The Board ~~of Education~~ may accept forms of documentation not listed in N.J.A.C. 6A:22-3.4(a) and E.I. above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. The Board ~~of Education~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.



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4. The Board of ~~Education~~ shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) and D.2. above;
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. The Board of ~~Education~~ may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) and E.4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC may disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

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



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1. The Board of Education shall use Commissioner-provided registration forms pursuant to N.J.A.C. 6A:22-4.1(a), or locally developed forms that:
 - a. Are consistent with the forms ~~provided by the Commissioner~~ provided forms;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
 - a. If the school district uses separate forms for affidavit student applications rather than a single application form for all types of enrollment, affidavit student forms shall comply in all respects with N.J.A.C. 6A:22-4.1(a) and the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom they are he or she is not the parent or guardian, even if not specifically requested.



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- (1) The Board ~~of Education~~ or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
 - (2) The Board ~~of Education~~ or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
- b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
 - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and G. below.
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.



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- (1) An applicant whose student is enrolled pursuant to N.J.A.C. 6A:22-4.1(c)2.i. and F.3.b. above this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of the applicant's this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.



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7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of **their** ~~his or her~~ identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. Enrollment in the school district shall not be denied based upon **the** absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

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

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, **Policy 5111, and this Regulation** or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 **and F. above and H. below et seq.**
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:



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- (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
 - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
 - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
 - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;



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- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, J.2. and J.3. below, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

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

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



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2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 and G. above. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of their his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 and G. above.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

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

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.



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- a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.

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

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) and J.1. above plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at



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issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of **their** ~~his or her~~ decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board ~~of Education~~ has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22, Policy 5111, **and this Regulation** shall preclude an equitable determination by the Board ~~of Education~~ or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board ~~of Education~~ or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted 14 October 2013

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EDUCATION OF HOMELESS CHILDREN AND YOUTHS

5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

The Board of Education will admit and enroll homeless children and youths in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children and youths in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children and youths.

The Board of Education shall determine that a child or youth is homeless when the child or youth he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child or youth is also determined homeless when the child or youth he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites; A child or youth is determined homeless when the child or youth resides in and the residence of relatives or friends where the homeless child or youth resides out of necessity because the child's or youth's his or her family lacks a regular or permanent residence of its own. A child or youth is also determined homeless when the child or youth he or she resides in substandard housing.

The school district of residence for a homeless child or youth is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children and youths is Director of Special Services. The school district liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child or youth resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child or youth resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human



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~~Services or the Department of Children and Families, a shelter director, or an involved agency, or a case manager.~~ Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child **or youth** pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child **or youth** shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 ~~et seq.~~

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's **or youth's** parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the **New Jersey** Department of Education's **(NJDOE)** McKinney-Vento Homeless Education Coordinator or **the Coordinator's** designee, shall immediately decide the child's **or youth's** status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district is designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, **The Executive County Superintendent** ~~who~~ shall ~~immediately~~ make a determination **immediately**, if possible, but no later than within forty-eight hours **and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator or the Coordinator's designee.**

If the dispute regarding determination of **the school** district of residence does not involve the determination of homelessness and/or **school** district **of** enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the **NJDOE** ~~Department of Education~~ pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the **NJDOE** Division of Administration and Finance. If an appeal of a determination of **school**



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district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's or youth's immediate enrollment or continued enrollment in the school district. The homeless child or youth shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child or youth with a disability shall be made pursuant to N.J.A.C. 6A:14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1, 18A:7B-12, or 18A:7B-12.1, or any other section of law to the contrary, any student who moves from one school district to another as a result of being homeless due to an act of terrorism or due to a natural disaster which results in the declaration of a state of emergency or disaster by the State or by the Federal government, may continue to enroll in the school district in which the parent or guardian last resided prior to becoming homeless for up to two full school years after the act of terrorism or natural disaster; and during the two-year period, if the student is enrolled in the district in which the parent last resided prior to becoming homeless and the student's parent remains homeless for that period, the student shall attend that district tuition-free and that district shall provide the student transportation to and from school in accordance with N.J.S.A. 18A:7B-12.3.

Financial responsibility, including the payment of tuition for the homeless child or youth, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or the school district in which the parent has been deemed domiciled shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child or youth is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the



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district because the student's parent moved to the district as a result of being homeless **in accordance with N.J.S.A. 18A:38-1.f.**

N.J.S.A. 18A:7B-12; 18A:7B-12.1; **18A:7B-12.3**; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq

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R 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

A. Definitions (N.J.A.C. 6A:17-1.2)

1. “Best interest determination” means the school placement decision made by Division of Child Protection and Permanency (DCP&P) based on the factors considered, as set forth at N.J.S.A. 30:4C-26b.
2. “Career or technical education” or “CTE” means as defined in N.J.A.C. 6A:19-1.2.
3. “DCP&P” means the Division of Child Protection and Permanency, which is a division in the New Jersey Department of Children and Families (DCF) that is responsible for the placement of children in resource family care, pursuant to N.J.S.A. 30:4C-26b.
4. “Educational stability school district notification” means the notification provided by DCP&P to the school district, pursuant to N.J.S.A. 30:4C-26b.h.
5. “Enroll” or “enrollment” means attending classes and participating fully in school activities.
6. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12, N.J.A.C. 6A:17-2.2, and B. below.
7. “Immediate” or “immediately” means at the instant the need for placement is made known.
8. “Parent” means the natural or adoptive parent, legal guardian, resource family care parent, surrogate parent, or person acting in the place of a parent, such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.
9. “Point of contact” means the employee identified in each school district who facilitates all activities needed to ensure enrollment and attendance of children in resource family care.



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10. “Resource family care” means twenty-four-hour substitute care for children placed away from their parent(s) and for whom DCP&P has placement and care responsibility. The term is synonymous with “foster care” as defined in the Federal Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), and includes “resource family home” found elsewhere in the New Jersey Administrative Code and in the New Jersey Statutes Annotated.
11. “School district liaison for the education of homeless children and youths” means the person identified in each school district who facilitates all activities needed to ensure the enrollment and attendance of homeless children and youths.
12. “School district of residence” for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless. It may not be the school district in which the student currently resides. This term is synonymous with “school district of origin” referenced in the McKinney-Vento Homeless Education Assistance Act. “School district of residence” for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides, pursuant to N.J.S.A. 18A:7B-12.b. In the case of a child placed in resource family care prior to September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the “school district of residence” means the school district in which the resource family care parent(s) resides. In the case of a child placed in resource family care on or after September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the “school district of resident” means the present school district of residence of the parent(s) with whom the child lived prior to the most recent placement in resource family care.
13. “School of origin” for a child in resource family care means the school district in which a child was enrolled prior to a change in the child’s care, custody, or guardianship. If a child’s resource family care placement changes, the school of origin would then be considered the school district in which the child is enrolled at the time of the placement change.



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14. “State agency” means the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
15. “State facility” means residential and day programs operated by, contracted with, or specified by the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
16. “Transitional living facility” means a temporary facility that provides housing to a child due to domestic violence, pursuant to N.J.S.A. 18A:7B-12.1.
17. “Unaccompanied youth” means a youth not in the physical custody of a parent at the time of enrollment.
- ~~1. “School district liaison for the education of homeless children” means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.~~
- ~~2. “School district of residence” for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term “school district of origin” referenced in the McKinney-Vento Homeless Education Assistance Act. “School district of residence” for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.~~
- ~~3. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.~~
- ~~4. “Immediate” or “immediately” means at the instant the need for placement is made known.~~
- ~~5. “Parent” means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as~~



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~~the person with whom the child legally resides or a person legally responsible for the child's welfare.~~

6. ~~"Superintendent" means Superintendent and/or Chief School Administrator.~~

B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education **for the school district of residence** shall determine that a child **or youth** is homeless for the purposes of N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** when **the child or youth** ~~he or she~~ resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child **or youth** resides out of necessity because **their** ~~his or her~~ family lacks a regular or permanent residence of its own; or
 - d. Substandard housing.

C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)

1. The school district of residence for a homeless child **or youth shall be** ~~is~~ responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and



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- c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
 2. The determination of the homeless child's **or youth's** school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 **and D. below** based upon information received from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter provider, another school district, **or** an involved agency, ~~or a case manager.~~
 3. The **school** district ~~Board of Education~~ identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child **or youth** shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities **§** (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies Director of Special Services as the **school** district liaison for the education of homeless children **or youths**. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides;
 - b. Develop procedures to ensure a homeless child **or youth** residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
 - c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start ~~and Even Start~~ programs, preschool programs administered by the **Board** ~~local education agency,~~ and referrals to health care, dental, mental health, and other appropriate services;
 - d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure



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that **parents** ~~they~~ are provided with meaningful opportunities to participate in the education of their children;

- e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
 - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7 **and G. below**;
 - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5 **and E. below**;
 - h. Assist the parent to obtain the homeless child's or youth's medical records or required immunizations; and
 - i. Assist an unaccompanied youth to ensure **the youth** ~~he or she~~ is enrolled **in**, and is receiving, all services pursuant to N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation.**
2. When a homeless child **or youth** resides in a school district, the **school** district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families, a shelter director, or an involved agency, or a case manager;~~
 3. Upon notification of the need for enrollment of a homeless child **or youth**, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b) **and E.2. below.**
- E. School District Enrollment - {N.J.A.C. 6A:17-2.5}
1. The Superintendent of the school district of residence or designee shall decide in which **school** district the homeless child **or youth** shall be enrolled as follows:



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- a. Enroll the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's or youth's parent;
 - b. Continue the homeless child's or youth's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child or youth based on what is determined to be in the best interest of the child or youth after considering:
 - a. The enrollment of the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's or youth's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's or youth's school district of enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
 - a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child or youth shall be enrolled immediately. If a dispute arises regarding enrollment of a homeless child or youth, the homeless child or youth shall be immediately enrolled in the school district in which enrollment is sought by the parent,



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pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7 and G. below.

- b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child or youth in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child or youth in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32-7, ~~School District Operations~~.
 5. When a homeless child or youth with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
 6. When the school district of residence for a homeless child or youth cannot be determined, the Superintendent or designee of the school district in which the child or youth currently resides shall enroll the child or youth immediately in the school district of the current residence or the school district of last attendance.
 7. The school district selected pursuant to N.J.A.C. 6A:17-2, Policy 5116, and this Regulation shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.
 8. Enrollment in the school district of residence; enrollment in the school district of last attendance if not the school district of residence; or enrollment in the school district where the child or youth resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of



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the academic year if the homeless child or youth becomes permanently housed during the academic year.

F. Parental Rights (N.J.A.C. 6A:17-2.6)

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq., Policy 5116, and this Regulation.

G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)

1. When If a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's or youth's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the New Jersey Department's of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator or the Coordinator's designee, the Executive County Superintendent shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools. The Executive County Superintendent who shall make a determination immediately, if possible, but no later than within forty-eight hours and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator, or the Coordinator's designee.
 - a. If the dispute regarding determination of the school district of residence does not involve the determination of homelessness and/or school district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the NJDOE Department of Education pursuant to N.J.A.C.



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6A:23A-19.2(d), (e), and (f), and request a determination from the Division of ~~Administration and Finance~~

- b. If an appeal of a determination of **the school** district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
 3. Any dispute or appeal shall not delay the homeless child's **or youth's** immediate enrollment or continued enrollment in the school district. The homeless child **or youth** shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child **or youth** with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition ~~(N.J.A.C. 6A:17-2.8)~~
1. When the homeless child **or youth** is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ pay tuition to the school district of enrollment.
 2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ list the student on its ASSA.
 3. The State shall assume fiscal responsibility for the tuition of the child **or youth** pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child **or youth** is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another



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jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:

- a. If the school district of residence cannot be determined for the homeless child or youth;
- b. If the school district of residence is outside of the State; or
- c. If a child or youth resides in a domestic violence shelter, homeless shelter, Department of Community Affairs licensed emergency shelter or transitional living facility located in a school district other than the school district of residence due to domestic violence for more than a year during combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d. and 12.1.

- 4.(1)- When the State assumes fiscal responsibility for the tuition of a homeless child or youth under the circumstances at N.J.A.C. 6A:17-2.8(c) and H.3 above, the State shall pay to the school district in which the child or youth is enrolled the weighted base per pupil amount calculated, pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Issued: 14 October 2013

Revised: 13 February 2017

Revised: 08 May 2017

Revised: TBD



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Students

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BRIDGE YEAR PILOT PROGRAM (M)

5460.02 BRIDGE YEAR PILOT PROGRAM (M)

M

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher



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~~education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.~~

~~In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.~~

~~The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.~~

~~The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.~~

~~P.L. 2020 c.41~~

~~Adopted: 20 September 2021~~



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BRIDGE YEAR PILOT PROGRAM (M)

R 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

M

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

A. Bridge Year Liaison

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1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate the Director of Guidance or as a Bridge Year Liaison.

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2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.

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3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.

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4. The Bridge Year Liaison:

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- a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;

-

- b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and

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- e. ~~Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.~~

B. ~~Student Eligibility~~

- 1. ~~To be eligible to participate in Bridge Year Pilot Program, a student must:~~

- a. ~~Be in the graduating classes of 2021 or 2022;~~
- b. ~~Meet all applicable high school graduation requirements by the end of their senior year of high school;~~
- c. ~~Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;~~
 - (1) ~~A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and~~
- d. ~~Maintain a grade point average of 2.0 during the Bridge Year.~~

- 2. ~~Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.~~

- a. ~~Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services,~~



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~~and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).~~

- ~~b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.~~

~~C. Academics~~

~~1. Individual Learning Plans (ILP)~~

- ~~a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.~~

- ~~(1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.~~

- ~~b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.~~

~~2. Academic and Course Requirements~~

- ~~a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:~~



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- (1) ~~During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;~~
-
- (2) ~~During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;~~
-
- (3) ~~During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;~~
-
- (4) ~~Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;~~
-
- (5) ~~During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and~~
-
- (6) ~~A Bridge Year student shall be considered a non-matriculated student of the respective county college.~~
-
- b. ~~School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit~~



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~~requirements for the entirety of the Bridge Year Pilot Program.~~

- ~~c. The District reserves the right to decide any courses selected to be taken at Roxbury High School so that they do not deprive any typically enrolled student from enrolling in a course/program and/or meet previously unfulfilled programming opportunities as identified by Roxbury High School staff.~~

~~3. Graduation~~

- ~~a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.~~

- ~~b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.~~

- ~~c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.~~

- ~~(1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.~~

- ~~(a) For example, 12th graders in the graduating class of 2021 whose Bridge Year would take place during the 2021-2022 school year will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.~~



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d. ~~At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.~~

e. ~~If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.~~

~~D. Data Reporting~~

~~1. NJ SMART~~

a. ~~The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12th graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12th grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).~~

b. ~~School districts will be required to begin entering this information for all 12th graders beginning with the June 2021 snapshot.~~

~~2. School and District Accountability~~

a. ~~Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.~~

(1) ~~This would include graduation rate and chronic absenteeism calculations for both school and district accountability.~~



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- (2) ~~Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.~~
-

~~E. Athletic Requirements~~

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- 1. ~~Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school — and only at their host high school — during the spring season of their Bridge Year.~~
-
- a. ~~Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.~~
-
- 2. ~~Students must meet the eligibility requirements outlined by the NJSIAA.~~
-
- 3. ~~A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.~~
-
- 4. ~~Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.~~
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-

~~Issued: 20 September 2021~~



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Property

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UNMANNED AIRCRAFT SYSTEMS (UAS also known as Drones)

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as Drones)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

~~The Board of Education prohibits~~ The operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds **is only permissible when authorized by the Superintendent or designee** ~~at all times.~~

~~However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.~~

The use of an unmanned aircraft system ~~on school grounds~~ for school district purposes that is owned and operated by the Board of Education, or owned and operated by a student and used in an approved school district program, must be operated **with the permission** ~~under the supervision~~ of a school district staff member(s). ~~The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds.~~ The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used, **whether on or off campus. Students who earned their Part 107 drone license, and demonstrates proficiency with drone flight, may operate an unmanned aircraft for a school activity and/or event as the Pilot in Command, with the approval of the Superintendent or designee, following a detailed plan outlining where they're going to fly, the day/time of flight, and the intended duration of flight.**

The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned



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BOARD OF EDUCATION

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UNMANNED AIRCRAFT SYSTEMS (UAS also known as Drones)

aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted: 15 August 2016

Revised: TBD



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

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UNMANNED AIRCRAFT SYSTEMS (DRONES)

7481 UNMANNED AIRCRAFT SYSTEMS (DRONES)

The Board of Education recognized that Unmanned Aircraft Systems (Drones) have emerged as tools that can be used to effectively promote the school district and serve an educational purpose both as a part of instructional classes and also as a component of future career pathways for students. To this end, the Board of Education identifies the following parameters to manage the appropriate use of Drones to support the educational program and promotional purposes to ensure safety for all members of the school community while also ensuring productive usage.

An "unmanned aircraft system" is defined as an unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links.

In order to support these goals as well as the expectations identified in Policy 7481 the following parameters are to be implemented:

- Any individual (student or staff member) who operates an unmanned aircraft system as the Pilot in Command (PIC) shall possess an FAA issued Part 107 drone pilot's license.
- All flights must be supervised approved by a trained and licensed school staff member.
- All flights must be maintained at a safe and appropriate altitude, not to exceed the FAA maximum 400 feet above ground level (AGL), unless flown within a 400-foot radius of a structure and no higher than 400 feet above the structure's immediate uppermost limit under 400 ft altitude.
- Flights are not allowed over crowded spaces or active sporting events/practices must follow current FAA regulations, and receive approval from the Superintendent or designee prior to flight.
- Flights must be logged and all data stored according to administrative procedure.
- Signage will be posted at all schools to indicate "Authorized Unmanned Aircraft (Drone) Use Only".
- All recordings are used for School District educational and promotional purposes only.



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UNMANNED AIRCRAFT SYSTEMS (DRONES)

- All drones utilized by the school district must be registered with the Federal Aviation Administration (FAA).

Adopted: 18 November 2019

Revised: TBD



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Operations
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FOOD SERVICES

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The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under



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the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
 - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
 - b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and



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- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c.



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The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:

a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and



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- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
- 2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
- 3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;
 - c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
 - d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.



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D. Free or Reduced Price Meals' Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who



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signed the school meals application. Posting the denial on the “notification” page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days’ written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district shall notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt



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identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

E. Meal Charge Program – N.J.S.A. 18A:33-21

The Board of Education provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.



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“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student’s school breakfast or school lunch bill is in arrears.

The school or school district shall not:



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1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;
4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and



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to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2



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In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution



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program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.

H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

~~The Board of Education recognizes the midday meal as an important part of each student's school day. The Superintendent or his/her designee shall ensure a wholesome, nutritious food services program in the district and one which reinforces the concepts of nutrition education as taught in the classrooms of this district.—~~

~~The Board shall provide food service facilities for the consumption of food on school premises. All students not expressly excused by the Principal shall be expected to remain at school for lunch.—~~

~~The high school may allow students in their senior year to leave the school building at lunchtime. Criteria for student participation in this Open Campus program will be published in the student handbook, and will be reviewed annually by the Board of Education to determine whether or not the program will be continued.—~~

~~The operation and supervision of the food services program shall be the responsibility of the School Business Administrator/Board Secretary.—~~

~~The Food Service Program shall be operated on a nonprofit basis. All moneys derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account. The net cash resources of the food service account may not exceed three months' operating cost. A periodic review of the food service account shall be made by the School Business Administrator/Board Secretary. Any surplus funds shall be used to reduce the cost of the service to students or to purchase cafeteria equipment.—~~



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~~The School Business Administrator/Board Secretary shall ensure the maintenance of sanitary, neat premises, free from fire and health hazards, for the preparation and consumption of food and the safekeeping and storage of food and food equipment in strict compliance with regulations of the New Jersey State Department of Health.~~

N.J.S.A. 18A:18A-42.1; 18A:33-3 et seq. 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1; 18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

Adopted: 14 October 2013

Revised: TBD



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SCHOOL NUTRITION PROGRAMS

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~~The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.~~

~~If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a "Breakfast After the Bell" program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the "Breakfast After the Bell" program pursuant to N.J.S.A. 18A:33-12.~~

~~The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.~~

~~Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.~~

~~The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food~~



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~~and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.~~

~~A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.~~

~~Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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SCHOOL NUTRITION PROGRAMS

~~consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.~~

~~The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).~~

~~-~~

~~7 C.F.R. 210.1 et seq.~~

~~N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2~~

~~N.J.A.C. 2:36~~

~~-~~

~~-~~

~~Adopted: 14 October 2013~~

~~Revised: 5 October 2015~~

~~Revised: 15 November 2021~~



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MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

~~The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.~~

~~In the event that a student's account is put in arrears regardless of the student's purchasing program (full pay or reduced, lunch only or breakfast and lunch), the Principal or School WPC will contact the parent/guardian by phone to advise of the situation.~~

~~In the event that the account remains in arrears, the student will be served the regular meals for ten (10) additional school days while the Principal or School WPC communicates with the parent/guardian to rectify the situation. The student's account will continue to be charged accordingly for such meals. A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or School WPC to discuss and resolve the matter. The Principal or School WPC shall notify the District WPC of the situation.~~

~~If the matter is not resolved by the Principal or School WPC and the parent/guardian, the District WPC shall make contact with the parent/guardian and explain additional steps that may be taken by the District to resolve the account that is in arrears.~~

~~In the event that the account balance is not resolved after the ten (10) school days as provided above, the student shall be served an alternative meal meeting nutritional standards (ex; cheese sandwich, fruit/vegetable, milk, etc.) The Principal or School WPC shall take appropriate action, including notifying DCPD, if necessary. The District may pursue legal options to resolve the overdue amount.~~

~~A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both~~



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MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

~~the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.~~

~~When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.~~

~~If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.~~

~~The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.~~

~~In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.~~

~~This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.~~

~~The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.~~

~~N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21e.~~

~~Adopted: 14 October 2013~~

~~Revised: 27 March 2017~~

~~Revised: 24 July 2017~~



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ROXBURY TOWNSHIP
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MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

~~Revised: 15 November 2021~~

ABOLISHED



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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TRANSGENDER STUDENTS

5756 TRANSGENDER STUDENTS

~~The Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential treatment based on gender identity or expression. Title IX of the Education Amendments of 1972 (“Title IX”) specifically prohibits discrimination on the basis of sex in Federally funded education programs and activities [20 U.S.C. § 1681(a)].~~

~~N.J.S.A. 18A:36-41 directs the Commissioner of Education to establish guidelines outlined in this Policy to provide direction for schools in addressing common issues concerning the needs of transgender students, and to assist schools in establishing policies and procedures that ensure a supportive and nondiscriminatory environment for transgender students.~~

Definitions/Terms

~~A safe and supportive environment within a school begins with understanding and respect. The Board believes students, teachers, and administrators should be provided with common terminology associated with gender identity. The terms listed below are commonly used by advocacy and human rights groups, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended school personnel discuss with the student the terminology and pronouns each student has chosen.~~

~~“Gender identity” means a person’s internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual’s internal gender identity is not the same as the gender assigned at birth.~~

~~“Gender expression” means external manifestations of gender, expressed through a person’s name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.~~

Transgender Students

~~“Assigned sex at birth (ASAB)” refers to the biological sex designation recorded on a person’s birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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TRANSGENDER STUDENTS

~~“Gender assigned at birth” refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.~~

~~“Sexual orientation” describes a person’s enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.~~

~~“Transgender” is a term for an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.~~

~~“Transition” is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase “sex change,” as it is an inaccurate description of the transition process; the process is more accurately described as “gender confirming.”~~

~~“LGBTQ” is an acronym for “lesbian, gay, bisexual, transgender, and queer/questioning.”~~

~~“Gender nonconforming” describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.~~

~~“Gender expansive, Gender diverse, Gender fluid, Gender non-binary, A gender, Gender queer” are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student’s gender identity.~~

~~“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.~~

~~Student-Centered Approach~~



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~~The school district shall accept a student's asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the school district, school, or school staff members. In addition, a legal or court ordered name change is not required. There is no affirmative duty for any school district staff member to notify a student's parent of the student's gender identity or expression.~~

~~There may be instances where a parent of a minor student disagrees with the student regarding the name and pronoun to be used at school and in the student's education records. In the event a parent objects to the minor student's name change request, the Superintendent or designee should consult the Board Attorney regarding the minor student's civil rights and protections under the NJLAD. School staff members should continue to refer to the student in accordance with the student's chosen name and pronoun at school and may consider providing resource information regarding family counseling and support services outside of the school district.~~

~~School districts should be mindful of disputes between minor students and parents concerning the student's gender identity or expression. Many support resources are available through advocacy groups and resources from the New Jersey Department of Children and Families and New Jersey Department of Education's "Child Abuse, Neglect, and Missing Children" webpage.~~

~~The Principal or designee should have an open, but confidential discussion with the student to ascertain the student's preference on matters such as chosen name, chosen pronoun to use, and parental communications. A transgender student shall be addressed at school by the name and pronoun chosen by the student, regardless of whether a legal name change or change in official school records has occurred. The school shall issue school documentation for a transgender student, such as student identification cards, in the name chosen by the student. A transgender student shall be allowed to dress in accordance with the student's gender identity.~~

~~The Principal or designee should also discuss with the student, and any other individuals at the student's request, the risks associated with the student's transgender status being inadvertently disclosed. For example, the Principal or designee should inform the student the transgender status may be revealed due to other students' discussions at home. The Principal or designee should work with the transgender student to ensure awareness of activities and events that may inadvertently disclose the transgender student's status.~~



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Safe and Supportive Environment

~~The Board developed and adopted this Policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition. Gender-based policies, rules, and practices can have the effect of marginalizing, stigmatizing, and excluding students, whether they are gender nonconforming or not.~~

~~The Superintendent or designee shall review and update existing policies and procedures, including those regarding classroom activities, school ceremonies, school photographs, and dress codes, to verify transgender students are not excluded. In addition, the school district shall take the following steps to establish and maintain a nondiscriminatory environment for all students, including transgender and transitioning students:~~

- ~~• The school district must comply with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7, which prohibit harassment, intimidation, and bullying. The Board is required to develop, adopt, and implement a Policy in accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7 that prohibits harassment, intimidation, or bullying on school property, at a school-sponsored function, or on a school bus. If harassment, intimidation, or bullying based on gender identity creates a hostile environment, the school must take prompt and effective steps to end the harassment, intimidation, or bullying, prevent its recurrence, and, as appropriate, remedy its effects.~~
- ~~• The Superintendent or designee should ensure training is provided to school staff members on sensitivity and respect towards transgender students.~~
- ~~• Social and Emotional Learning (SEL) concepts should be incorporated into school culture and curricula.~~
- ~~• The school district may seek a variety of professionals, including counselors and school psychologists, to provide emotional supports for all students who demonstrate a need. The Superintendent or designee shall ensure school counselors are knowledgeable regarding issues and concerns relevant to transgender students, students facing other gender identity issues, or students who may be transitioning.~~
- ~~• Student dress codes should not be enforced more strictly for transgender and gender nonconforming students than for other students.~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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- ~~The school district shall honor and recognize a student's asserted gender identity, and shall not require any documentation or evidence in any form, including diagnosis, treatment, or legal name change.~~
- ~~A school's obligation to ensure nondiscrimination on the basis of gender identity requires schools to provide transgender students equal access to educational programs and activities, even in circumstances in which other students, parents, or community members raise objections or concerns.~~

Confidentiality and Privacy

~~School staff members may not disclose information that may reveal a student's transgender status except as required by law. The Principal or designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.~~

~~The school district shall keep confidential a current, new, or prospective student's transgender status. Schools should address the student using a chosen name and the student's birth name should be kept confidential by school and school staff members.~~

~~Due to a specific and compelling need, such as the health and safety of a student or an incident of bias related crime, the school district may be obligated to disclose a student's status. In this event, the Principal or designee should inform the student the school or school district intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. The school district should make every effort to ensure any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.~~

~~During a harassment, intimidation, or bullying investigation the school district is obligated to develop a procedure to report, verbally and in writing, an act of harassment, intimidation, and bullying committed by an adult or youth against a student, pursuant to N.J.A.C. 6A:16-7.7(a)2viii. In this instance, the Principal or designee should inform the student of the school's obligation to report the findings of the harassment, intimidation, and bullying investigation pursuant to N.J.S.A. 18A:37-15(d), which permits the parents of the students who are parties to the investigation to receive information about the investigation in accordance~~



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~~with Federal and State law and regulation. Under harassment, intimidation, and bullying legal requirements, parents are entitled to know the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.~~

~~The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to N.J.A.C. 6A:16-7.7(a)2viii(2).~~

~~Disclosure of personally identifiable information from a student's education record to other school officials within the school district, whom the school district has determined have a legitimate educational interest in the information, may be permissible under Family Educational Rights and Privacy Act (FERPA) (34 C.F.R. § 99.31(a)(1)). The school district shall make a concerted effort to ensure school officials obtain access to only those education records in which they have legitimate educational interests.~~

~~The school district shall comply with all laws and regulations regarding the confidentiality of student records and student privacy, including the requirements set forth at 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7917, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil Records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as all other existing Federal and State laws and rules pertaining to student records and confidentiality.~~

School Records



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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~~If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file. This file should only be shared with appropriate school staff members after consultation with a student. A separate file containing records bearing the student's chosen name may also be kept. If the student has previously been known at school or in school records by a birth name, the Principal or designee should direct school staff members to use the student's chosen name and not the student's birth name.~~

~~To ensure consistency among teachers, school administrators, substitute teachers, and other school staff members, every effort should be made to immediately update student education records (for example, attendance records, transcripts, Individualized Education Programs (IEP), etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student.~~

- ~~• The school district shall report to the New Jersey Department of Education (NJDOE) through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported.~~
- ~~• If the school district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.~~

Activities

~~With respect to gender-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.~~

~~The school district shall:~~

- ~~• Provide transgender students with the same opportunities to participate in physical education as other students in accordance with their gender identity;~~
- ~~• Permit a transgender student to participate in gender-segregated school activities in accordance with the student's gender identity;~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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- ~~Permit and support the formation of student clubs or programs regarding issues related to lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) youth; and~~
- ~~Offer support in the creation of peer led educational groups.~~

Use of Facilities

~~All students are entitled to have access to restrooms, locker rooms, and changing facilities in accordance with their gender identity to allow for involvement in various school programs and activities.~~

~~In all cases, the Principal or designee must work with the student and school staff members so all parties are aware of facility policies and understand the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity. While some transgender students will want this arrangement, others may be uncomfortable with it. Transgender students who are uncomfortable using a sex-segregated restroom should be provided with a safe and adequate alternative, such as a single "unisex" restroom or the nurse's restroom. Similarly, some transgender students may be uncomfortable using the changing facilities that correspond to the student's gender identity. Non-transgender students should also be afforded the option to use a private facility, such as a unisex facility or the nurse's restroom, should they feel uncomfortable.~~

- ~~The school district shall allow a transgender student to use a restroom or locker room based on the student's gender identity.~~
- ~~Reasonable alternative arrangements shall be made if needed to ensure a student's safety and comfort. This direction for accommodations should come from the student.~~

~~The Superintendent or designee will make available to school staff members a variety of resources regarding professional development opportunities as sourced by the NJDOE as well as developmentally appropriate information for students regarding LGBTQ issues.~~

~~The Board adopts this Policy to help school and district administrators take steps to create an inclusive environment in which transgender and gender nonconforming students feel safe and supported, and to ensure each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq.~~



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~~N.J.S.A. 18A:36-41; 18A:37-15~~

~~N.J.A.C. 6A:7-1.1 et seq.; N.J.A.C. 6A:16-7.7~~

~~New Jersey Department of Education—October 2018~~

~~—Transgender Student Guidance for School Districts~~

~~Adopted: 5 October 2015~~

~~Revised: 15 April 2019~~



**MEMORANDUM OF AGREEMENT
BETWEEN
ROXBURY TOWNSHIP BOARD OF EDUCATION (Board)
And
ROXBURY BUS DRIVERS GROUP (RBDG)**

**For a Successor Collective Bargaining Agreement to the
Current 2020-2023 Collective Bargaining Agreement**

THIS MEMORANDUM OF AGREEMENT is made this 31ST day of October, 2023, by and between the Board and the RBDG negotiations committees.

WHEREAS, the parties have been engaged in negotiations in good faith in an effort to arrive at a successor Collective Bargaining Agreement (Agreement) to a contract which expired on June 30, 2023; and

WHEREAS, the parties have arrived at a Memorandum of Agreement (Memorandum) which each will recommend to their respective constituents, along with their recommendation for acceptance and ratification.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties stipulate as to the following:

1. The provisions of this Memorandum are subject to and contingent upon ratification by the parties represented by the signatories herein to the contract and to the execution of a more formal contract/collective bargaining agreement.
2. The Agreement shall cover the period of July 1, 2023 to June 30, 2026.
3. A duplicate of this Memorandum has been furnished to and been received by representatives of the parties herein.
4. Unless otherwise noted, all dates involving the duration in the contract shall be conformed to the duration of the July 1, 2023 to June 30, 2026 Agreement.
5. All items agreed to by and between the parties during negotiations as documented herein shall be incorporated into the July 1, 2023 to June 30, 2026 Agreement.
6. All proposals not addressed in this Memorandum are withdrawn.
7. **The parties agree as follows:**
 - a. Incorporated by reference are the terms and conditions set forth in Tentative Agreement No. 1 (dated February 9, 2023) and No. 2 (as amended and dated March 15, 2023), attached hereto.
 - b. Incorporated by reference are the terms and conditions set forth in "Roxbury Board of Education Proposal 9/26/2023" as signed by both parties and attached hereto.
 - c. Incorporated by reference are the terms and conditions set forth in Appendix A, attached hereto and initialed or signed by both parties.

All other terms and conditions of the 2020-2023 Agreement not specifically referenced or changed herein shall remain in full force and effect.

W H V H
10/31/23

CH
10/31/23

MAS
10/31/2023

**MEMORANDUM OF AGREEMENT
BETWEEN
ROXBURY TOWNSHIP BOARD OF EDUCATION (Board)
And
ROXBURY BUS DRIVERS GROUP (RBDG)**

The Memorandum contains the entire understanding of the parties.

The parties have entered into this Memorandum freely and voluntarily.

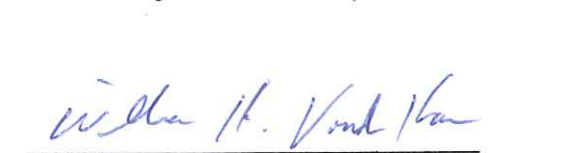
On Behalf of the Board




Anne Colucci

Dated: October 31, 2023

On Behalf of the RBDG

Gale Howell

Dated: October 31, 2023

TENTATIVE AGREEMENT NO. 1 BOE-RBDG

TENTATIVE AGREEMENT NO. 1
To the
Successor Collective Bargaining Agreement
For
July 1, 2023 - June 30, 2026
Between the
ROXBURY TOWNSHIP BOARD OF EDUCATION ("Board")
And the
ROXBURY BUS DRIVERS GROUP ("RBDG")

GENERAL:

(Board) Fix typos throughout by mutual agreement.

(Board)

All guides and other compensation changes shall be mutually developed. No changes shall be effective until ratified or approved by both parties and successor agreements are signed by both parties.

COVER PAGE

(Board)

DELETE: Effective: September 14, 2020; Expires: June 30, 2023

SUBSTITUTE: July 1, 2023 Through June 30, 2026

ARTICLE IV Hours of Work and Overtime

(RBDG P15)

Section 5, Extra Work Assignments, second paragraph

REVISE TO READ:

Daily Mid-day and Daily Late Run List: Drivers with a permanent mid-day or permanent late-day run shall not be eligible, **on days when the driver has a permanent run**, for a temporary daily mid-day run or late-day run until all eligible drivers have had an opportunity to choose a temporary run. Management shall have the right ...

ARTICLE IV (cont'd)

(RBDG P10- revised)

Section 11

REVISE TO READ:

Trip Cancellations: ...trip book. If more than one bus is ordered and assigned to drivers, then one or more buses get canceled after drivers have already shown up for the assignment, the driver who picked the trip first shall have the option of ~~taking the trip or~~ getting two hours of pay, **getting a repick** and going home (leaving the other driver to take the assignment), or **taking the assignment themselves** and sending the other

TENTATIVE AGREEMENT NO. 1 BOE-RBDG

driver home with two hours of pay and ~~getting a repick. taking the assignment themselves.~~ The trip sheet will show...

(RBDG P11 - revised)

Following Section 12

ADD NEW:

Section 13: Emergency Trip Cancellations: Once an emergency trip is assigned, the emergency trip takes on the characteristics of a trip with regard to paid hours associated with trip or bus cancellation, and the driver's number of emergency trips will not include the count of a canceled emergency trip or bus for the purpose of subsequent selections or assignments.

ARTICLE XXIII - Miscellaneous Provisions

(Board)

Sect 5

DELETE:

Assignment of Vehicles A driver must complete five (5) years of full-time employment ... next driver on the list.

ADD: Section 5. **Reserved**

ARTICLE XXIV

(Board)

DELETE:

...effective as of September 14, 2020 and shall continue in effect until June 30, 2023.

SUBSTITUTE:

...effective as of July 1, 2023 and shall continue in effect until June 30, 2026.

APPENDIX A

(Board)

DELETE:

The Board agrees not to deduct any retro-insurance contributions increases owed by employees from July 1, 2020 through December 31, 2020.

(Board)

DELETE:

Dates ranging from 2020 to 2023

SUBSTITUTE:

Dates ranging from **2023 to 2026**

TENTATIVE AGREEMENT NO. 1 BOE-RBDG

On Behalf of the Board

G. Gandy 2/9/23
Signature - date

[Signature] 2/9/23
Signature - date

Anne C. Lucas 2/9/23
Signature - date

On Behalf of the RBDG

Coleen Howell 2/9/23
Signature - date

William H. Vande 2/9/23
Signature - date

Betsy A. Snyder 2/9/23
Signature - date

TENTATIVE AGREEMENT NO. 2 BOE-RBDG

TENTATIVE AGREEMENT NO. 2
To the
Successor Collective Bargaining Agreement
For
July 1, 2023 - June 30, 2026
Between the
ROXBURY TOWNSHIP BOARD OF EDUCATION ("Board")
And the
ROXBURY BUS DRIVERS GROUP ("RBDG")

ARTICLE IV Hours of Work and Overtime

(RBDG P7)

Section 8

REVISE TO READ:

...Adjustments in the basic work package shall be made in fifteen (15) minute increments and shall be reflected in appropriate changes including starting times in the driver's basic work-schedule **daily or combo daily work package**. Retroactive changes in the basic **daily or combo daily** work package schedule time shall be reflected in retroactive adjustments in the basic pay rate for the driver. Drivers shall be notified in writing of the retroactive adjustments. Any dispute is subject to the contract grievance procedure.

ARTICLE VII Job Vacancies, Transfers and New Jobs Created

(RBDG P14)

Section 5 Posting and Bidding of Basic Daily Work Package Vacancies:

REVISE TO READ:

After the start of the school year, basic daily work packages that become available will be posted for five (5) **working** days **based on the Roxbury school calendar** for drivers to bid on a seniority basis. Only drivers who would experience an increase or decrease in basic daily work package hours will be eligible to bid on available basic daily work packages. **Drivers will be notified by email within one working day of the posting.**

ARTICLE XI - SICK LEAVE

(RBDG P17)

Section 1(a)

REVISE TO READ:

Unused sick time shall be accumulated and all unused days shall be paid at the time of retirement, **death** or layoff to the bus driver, not to exceed ~~\$7,000~~ **\$10,000** as follows:

TENTATIVE AGREEMENT NO. 2 BOE-RBDG

(i) If at the time of retirement, **death** or layoff, the employee has less than ten years of service in the District, said employee shall be paid for accumulated unused sick time at the rate stated in Appendix A, Section 5;

(ii) If at the time of retirement, **death** or layoff the employee has ten years or more of service in the District, said employee shall be paid for unused accumulated sick time at the rate stated in Appendix A, Section 6;

(iii) If the employee dies while employed, his/her ^{BENEFICIARY OR} ~~beneficiary~~ **estate** shall receive the accumulated sick leave payment. AC
WTHVH

(Board and RBDG P17)

Section 1 (a) iii

DELETE: M. Amuker shall be exempt from this provision ... 2017.

On Behalf of the Board

[Signature] 3/15/23
Signature - date

[Signature] 3/15/23
Signature - date

[Signature] 3/15/2023
Signature - date

On Behalf of the RBDG

William H. Vonderhaar 3/15/23
Signature - date

[Signature] 3/15/23
Signature - date

[Signature] 3/15/23
Signature - date

NOTE: In this version -

RBDG Proposal 7 is included as negotiated Feb 9. Complete wording of the paragraph is shown.

RBDG Proposal 14 is included as negotiated Feb 9.

RBDG Proposal 17 is included for convenience, although not finalized at Feb 9 negotiations. The wording is pending research intended by RBDG. This version also includes splitting out the phrase in reference to payment upon death as Sect 1 (a) (iii), replacing the deleted wording of current (iii), and changing "beneficiary" to "estate".

Roxbury Board of Education Proposal 9/26/2023

Proposal 24

Article VIII Salaries-Compensation-etc.

Section 16: Trips and Shuttles. The Board and the RBDG agree that the Board has the right to determine which activities shall be transported as trips and which shall be transported as shuttles. Shuttles shall be paid at the greater of time worked or four (4) hours on weekends and non-working school days and at the greater time worked or one hour on weekdays, provided weekday hours are not adjacent to the employee's shift. Trips that occur between the hours of 8:00pm and 6:30am shall be subject to a pay differential as stated in Appendix A, Section 4.

Modify:

Section 16: Extra Work. The Board and the RBDG agree that the Board has the right to determine the type of extra work, for example trip, shuttle, run, etc. Extra work shall be paid at the greater of time worked or four (4) hours on a non-working day. Midday extra work, on a working day, shall be paid at the greater of one (1) hour or time worked, from start time through end time. Late extra work, on a working day, performed after PM package hours, shall be paid the greater of one (1) hour or time worked from end of package hours through extra work end time. Extra work that occurs between the hours of 8:00pm and 6:30am shall be subject to a pay differential as stated in Appendix A, Section 4.

Proposal 18

Article XII Absence for Personal Reasons

Section 1: The employee shall be entitled to three (3) days leave per year, with pay, for absence due to personal emergencies.

Modify:

Section 1: The employee shall be entitled to five (5) days leave per year, with pay, for absence due to personal reasons.

Proposal 2

Article IV Hours of Work and Overtime

Section 3(b): On days when Roxbury is closed and the driver is not needed for the Roxbury component of their basic daily work package, the time worked for the other school district's transportation needs shall be as extra work.

Modify:

Section 3(b): On days when a driver's primary district calendar school has a non-working day, the time worked for the non-primary school district transportation needs shall be paid at the greater of time worked or 4 hours.

9/28/23
WHDH
CH
DAS

10/19/23
AC

Proposal 32

Article YYY Flex Driver

Add:

Section 1: Each driver who is assigned and serves as a flex driver during the time period from September through June shall receive an annual stipend of \$750, prorated and payable on a monthly basis during that time period.

Salary:

2023-2024 3.1%

2024-2025 3.3%

2025-2026 3.3%

Retro pay to July 1, 2023.

Add:

Annual percentage increase is inclusive of increment.

****Any proposal not included in the MOA is withdrawn.*

Roxbury Bus Driver Group

William H. Vondra
Colin Howell
Debra A. Snyder
9/28/23

Roxbury Board of Education

Dr. Cahill 10/19/23
[Signature] 11/2/23
Aime Coluca 11/3/2023

APPENDIX A

Section 1 Drivers Hourly Rate

2022-2023 Step	2023-2024 Step	Hourly Rate	2024-2025 Step	Hourly Rate	2025-2026 Step	Hourly Rate
7	5	37.49	5	38.12	5	38.82
6	5	37.49	5	38.12	5	38.82
N/A	4	35.51	5	38.12	5	38.82
5	3	32.90	4	35.51	4	37.51
4	2	30.93	3	32.90	3	34.90
1-3	1	28.97	2	30.94	2	33.02
N/A	N/A	N/A	1	??	1	??

AM 10/31/23
WHVH 10/31/23
CH 10/31/23

The employer has discretion to determine the initial starting hourly rate, from the salary guide, of new hired bus drivers. Higher rates may be offered due to the candidate's prior experience or market demands. The candidate can be placed at any step of the guide that year.

The employer may choose to move all the drivers of any given step up the guide to meet market demands.

2023-2024 3.1% increase to the salary guide, inclusive of increment

2024-2025 3.3% increase to the salary guide, inclusive of increment

2025-2026 3.3% increase to the salary guide, inclusive of increment

All negotiated increases shall be retroactive to July 1, 2023.

No vertical movement shall occur on the guides after July 1, 2024 under this Agreement and until mutually agreed upon in a successor agreement.

11/1/23
William H. Vondra
Nancy A. Snyder
Colin Hawn
 Add page number

11/2/23
Amie Colucci
11/2/23

Section 2 Paid Holidays

Thanksgiving Day
Christmas Day
New Year's Day
Memorial Day

Section 3 Summer Cleaning and Garage Work

\$25 per hour

Section 4 Extra Work Assignment Differential Pay (8:00 p.m. - 6:30 a.m.)

\$4 per hour

Section 5 Unused Accumulated Sick Pay, Less than 10 Years

\$22 per day

Section 6 Unused Accumulated Sick Pay, 10 Years or Greater

For 1 - 200 days	\$30 per day
For 201 days and above	\$35 per day

Section 7 Merit Bonus \$500

Section 8 Flex Driver Annual Stipend

Each driver who is assigned and serves as a flex driver during the time period from September through June shall receive an annual stipend of \$750, prorated and payable on a monthly basis during that time period.

10/1/23

WAVIT

BAS

CA

Add page number

[Signature] 11.2.23
[Signature] 11.2.23
Anne Colucci 11/3/2023

Salary Guide 2023-2026

Rate Table

Step	Current Rate	2023-2024	2024-2025	2025-2026
5	36.77 →	37.49 →	38.12 →	38.82
4	35.51 ↗	35.51 ↗	35.51 →	37.51
3	32.23 →	32.90 ↗	32.90 →	34.90
2	30.21 →	30.93 ↗	1-2 30.94 →	1-2 33.02
1	28.25 →	28.97 ↗	X	X

1-2
MC

Employee Count Table

Step	Current Count	2023-2024	2024-2025	2025-2026
5	23	40	40	40
4	17	0	4	4
3	4	4	3	3
2	3	3	16	16
1	16	16	X	X

Colin Howell 10/4/23
 Betsey Snyder 10/4/2023
 William H. Vanderhaar 10/4/2023

11/2/23
 11/2/23
 Anne Colucci 11/3/2023

10/3/2023

ROXBURY TWP BOE 11/13/23 :: EXHIBIT HR 1.1 :: 23/24 Winter Athletic Appointments

	POSITION LOC	POSITION	ASSIGNMENT	SEASON	23/24 LAST NAME	23/24 FIRST NAME	23/24 Base Stipend	# of Consec Yrs in the same Sport/Season thru 23/24 Season	23/24 Longevity Stipend	23/24 TOTAL Stipend	23/24 Note about Consec Yrs
1	EMS	All Sports	Athletic Coordinator	Winter	Moskowitz	Phillip	\$ 2,144	n/a	n/a	\$ 2,144	
2	EMS	Basketball - Boys'	Head Coach	Winter	Capra	Robert	\$ 5,586	6	\$ 200	\$ 5,786	
3	EMS	Basketball - Girls'	Head Coach	Winter	Farina	Kimberly	\$ 5,586	10	\$ 600	\$ 6,186	
4	EMS	Wrestling	Assistant Coach	Winter	Dolan	James	\$ 4,750	2	\$ -	\$ 4,750	
5	EMS	Wrestling	Head Coach	Winter	Monaco	David	\$ 5,586	21	\$ 950	\$ 6,536	Winter Asst Coach of Wrestling @ RHS from 03/04 thru 17/18; Winter Head Coach of Wrestling @ EMS as of 18/19.
* 6	RHS	All Sports	Athletic Trainer	Winter	Koch	Joseph	\$ 7,784	n/a	n/a	\$ 7,784	
* 7	RHS	All Sports	Equipment Manager	Winter	Trotter	Gregory	\$ 6,106	n/a	n/a	\$ 6,106	
* 8	RHS	Basketball - Boys'	Assistant Coach	Winter	Feeney	Brian	\$ 6,183	2	\$ -	\$ 6,183	
* 9	RHS	Basketball - Boys'	Assistant Coach	Winter	Meeth	Justin	\$ 6,183	2	\$ -	\$ 6,183	
* 10	RHS	Basketball - Boys'	Head Coach	Winter	Kelley	Ryan	\$ 9,095	4	\$ -	\$ 9,095	
* 11	RHS	Basketball - Girls'	Assistant Coach	Winter	Correnti	Alison	\$ 6,183	3	\$ -	\$ 6,183	
* 12	RHS	Basketball - Girls'	Assistant Coach	Winter	Olivero	Sarah	\$ 6,183	1	\$ -	\$ 6,183	
* 13	RHS	Basketball - Girls'	Head Coach	Winter	Elwood	Shawn	\$ 9,095	2	\$ -	\$ 9,095	
* 14	RHS	Bowling	Head Coach	Winter	Cantwell	Kevin	\$ 7,836	2	\$ -	\$ 7,836	
* 15	RHS	Cheerleading	Assistant Coach	Winter	Cacchio	Mary	\$ 4,330	1	\$ -	\$ 4,330	
* 16	RHS	Cheerleading	Assistant Coach	Winter	McDermott	Allyson	\$ 4,330	3	\$ -	\$ 4,330	
* 17	RHS	Cheerleading	Head Coach	Winter	Schneider	Wendy	\$ 4,827	8	\$ 400	\$ 5,227	
* 18	RHS	Ice Hockey	Assistant Coach	Winter	Spargo	Justin	\$ 6,183	1	\$ -	\$ 6,183	
* 19	RHS	Ice Hockey	Head Coach	Winter	Benbow	Jonathan	\$ 9,095	21	\$ 1,700	\$ 10,795	
* 20	RHS	Indoor Track	Assistant Coach	Winter	Biank	David	\$ 5,361	1	\$ -	\$ 5,361	
* 21	RHS	Indoor Track	Head Coach	Winter	Bischoff	Derek	\$ 9,234	9	\$ 500	\$ 9,734	Winter Head Coach for Girls' Indoor Track @ RHS for 15/16 & 16/17; Winter Head Coach for Indoor Track @ RHS as of 17/18.
* 22	RHS	Swimming	Assistant Coach	Winter	Iversen	Samantha	\$ 5,361	2	\$ -	\$ 5,361	
* 23	RHS	Swimming	Head Coach	Winter	Gervasio	Thomas	\$ 7,836	7	\$ 300	\$ 8,136	
* 24	RHS	Weight Room	Head Coach	Winter	Roumes	Ryan	\$ 6,106	n/a	n/a	\$ 6,106	
* 25	RHS	Wrestling	Assistant Coach	Winter	Jacoby	Adam	\$ 6,183	3	\$ -	\$ 6,183	
* 26	RHS	Wrestling	Assistant Coach	Winter	Miller	Thomas	\$ 6,183	1	\$ -	\$ 6,183	
* 27	RHS	Wrestling	Head Coach	Winter	Roman	Daniel	\$ 9,095	7	\$ 250	\$ 9,345	Winter Head Coach for Wrestling @ EMS for 17/18; Winter Asst Coach for Wrestling @ RHS for 18/19; Winter Head Coach for Wrestling @ RHS as of 19/20.
* 28	RHS & EMS	All Sports	Assistant Athletic Trainer	Winter	Forlenza	Corey	\$ 5,334	n/a	n/a	\$ 5,334	

Grouped by POSITION LOC, then organized by POSITION & ASSIGNMENT

[+] The Board will be reimbursed for the stipend indicated through fundraising and ticket sales.

		POSITION LOC	POSITION TYPE	POSITION	ASSIGNMENT	23/24 LAST NAME	23/24 FIRST NAME	23/24 TOTAL Stipend [+]	23/24 Note about Assignment
*	1	RHS	PLAY/SPRING	Choreography	Director	Kong	Kristina	\$3,225	
*	2	RHS	PLAY/SPRING	Costume	Designer	Rogers	Patricia	\$2,475	
*	3	RHS	PLAY/SPRING	Music	Director	Salyerds	Robert Daniel	\$3,200	
*	4	RHS	PLAY/SPRING	Musical Play	Producer	Hachey	Patrick	\$3,750	
*	5	RHS	PLAY/SPRING	Painting / Visual	Director	Speronza	Jane-Frances	\$1,800	
*	6	RHS	PLAY/SPRING	Pit Band	Conductor	Conrad	Jeffrey	\$2,500	
*	7	RHS	PLAY/SPRING	Set Design	Advisor	Hachey	Patrick	\$1,650	
*	8	RHS	PLAY/SPRING	Tech Crew	Director	Salyerds	Robert Daniel	\$2,025	
*	9	RHS	PLAY/SPRING	Vocal	Director	Sweer	Krista	\$2,400	

SALARY ADJUSTMENTS:
BUS DRIVERS

ROXBURY TWP BOE 11/13/2023

EXHIBIT HR 2

	Last Name	First Name	Job Title	Step	23-24 Hourly Rate	Flex Driver Stipend	Start Date	End Date	Discussion
1	ARLUNA-SELVA	NICOLE	Bus Driver	1	\$ 28.97	\$750	9/1/2023	6/30/2024	
2	AYALA	JEANNETTE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
3	BALLO	NATHANIEL	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
4	BARTEK	HELEN	Bus Driver	5	\$ 37.49	\$750	9/1/2023	6/30/2024	
5	BEDEL	DIANE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
6	BENEDUCE	PHILIP	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
7	BLAIR	VICKI	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
8	BRANA	GEORGE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
9	CALVEY	MICHELE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
10	COLLINS	MICHELLE	Bus Driver	2	\$ 30.93		9/1/2023	6/30/2024	
11	CORRENTE	FRANK	Bus Driver	5	\$ 37.49	\$750	9/1/2023	6/30/2024	
12	DAMONTE	JOANNE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
13	DEXTER	CYNTHIA	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
14	DIAZ	GEORGE	Bus Driver	3	\$ 32.90		9/1/2023	6/30/2024	
15	DOOLING	LINDA	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
16	EMMONS	ALLEN	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
17	EWTON	DIANNA	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
18	FAIRCHILD	CHRISTY	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
19	FARAJ	DANIEL	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
20	FEHSAL	JENNIFER	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
21	FERREIRA	VANDA	Bus Driver	2	\$ 30.93		9/1/2023	6/30/2024	
22	FRY	TONIE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
23	HAMMOND	RAYMOND	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
24	HNYDA	COURTNEY	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
25	HOWELL	COLEEN	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
26	JOHNSON	DONALD	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
27	JUDKINS	PAULA	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
28	LAGRASSA	RICHARD	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
29	LUGO	ISRAEL	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
30	MATTHEWS	DAVID	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
31	MENDOZA MACIAS	MIRIAN	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
32	MEOLA	JULIE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
33	MILDE	MARYBETH	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
34	NICHOLAIS	LILIANA	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
35	OAKES	GWENDOLYN	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
36	PARKER	ROBERT	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
37	PEREIRA	CARLOS	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
38	PERFETTI	ANTHONY	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
39	PICKEL	BETTINA	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
40	RAMIREZ	MARISOL	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
41	REINHART	ANGELA	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
42	RIVERA	MARIBEL	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
43	RIVERA	MARY A.	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
44	RIVERA	MARY P	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
45	RODRIGUEZ	CARLOS	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
46	RUANO	ERIC	Bus Driver	1	\$ 28.97	\$750	9/1/2023	6/30/2024	
47	RUDALF	SANDRA	Bus Driver	3	\$ 32.90		9/1/2023	6/30/2024	
48	RUSSO	ELVIA	Bus Driver	3	\$ 32.90	\$750	9/1/2023	6/30/2024	
49	SINK	CURTIS	Bus Driver	1	\$ 28.97	\$750	9/1/2023	6/30/2024	
50	SNYDER	BETSY	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
51	SPRAGUE	JAMIE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
52	SZYPIOTKO	THOMAS	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
53	TOLA	GARRY	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
54	TURNER-WILLIS	LISA	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
55	TURPIN	GINA	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
56	VARGA	ILONA	Bus Driver	1	\$ 28.97		9/1/2023	6/30/2024	
57	VARVAR	GLORIANA	Bus Driver	5	\$ 37.49	\$750	9/1/2023	6/30/2024	
58	VONDER HAAR	WILLIAM	Bus Driver	2	\$ 30.93		9/1/2023	6/30/2024	
59	WHITTAKER	MARGUERITE	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
60	WILLIS	RONALD	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
61	ZABITA	CYNTHIA	Bus Driver	5	\$ 37.49		9/1/2023	6/30/2024	
62	ZEVETCHIN	ROSALBA	Bus Driver	3	\$ 32.90		9/1/2023	6/30/2024	

Annual salary based on a daily work package of at least 5 hours, subject to change under the terms of the bargaining agreement
10-month employees shall start working on the first day of the board approved school calendar
Pay increase is retroactive to July 1, 2023 for summer assignments