


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
MARCH 14, 2022
REGULAR MEETING AGENDA
LINCOLN-ROOSEVELT SCHOOL
34 North Hillside Avenue, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

<p style="text-align:center">SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS</p> <p><i>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.</i></p>	<p><i>ACCESS AGENDA & EXHIBITS ONLINE:</i></p> 
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I. MEETING CALLED TO ORDER

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

The New Jersey Open Public Meetings Law was enacted to insure 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 | Municipal Clerk |
| Daily Record – Newspaper | Roxbury Public Library |
| Roxbury Website – https://www.roxbury.org/domain/83 | |

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 March 14, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

March 14, 2022

VII. PRESENTATIONS

1. IPASS Day Presentation - M. Davenport, K. Folkers, C.Argenziano, B. Hamer, T.Urban, S. DelRusso
2. New Jersey Schools to Watch - P.Gallagher

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 February 28, 2022
2. Minutes of the Executive Session of February 28, 2022

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

A. Finances (Resolutions 1-24)

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.

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the March 2022 bills list totaling \$1,863,280.10 as presented.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the February 2022 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 February 2022.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for February 2022.

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 reports for the month of February 2022 that no major accounts and fund balances in the 2021/2022 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 February 2022 as follows:

Roxbury High School	\$26,802.96	Franklin School	\$295.00
Athletics	\$304.00	Kennedy School	\$295.00
Eisenhower Middle School	\$2,171.00	Jefferson School	\$0.00
Lincoln Roosevelt School	\$0.00	Nixon School	\$150.00

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 furthers 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.	Verdi, Christopher	NJ Pupil Transportation Conference	4	Atlantic City, NJ	3/24-3/25/22	\$350.00	\$526.25^
2.	Conlon, Kayla	New Jersey Association of	4	Somerset, NJ	4/1/22	\$150.00	\$172.54

		Behavior Analysis	S-1				
3.	LaCosta, Gail	NJ School Counselors Association Annual Spring Conference	4	Union, NJ	4/1/22	\$35.00	\$62.79
4.	Christiansen, Emily	2022 NJTESOL/NJBE Spring Conference	4 S-2	New Brunswick, NJ	6/1-6/2/22	\$354.00	\$404.26
5.	Demarest, Karen	2022 NJTESOL/NJBE Spring Conference	4	New Brunswick, NJ	6/2-6/3/22^^	\$354.00	\$405.10^^
6.	DeBarros, Joel	NJCIE Spring Inclusion Leadership Conference 2022	4	Online	3/18/22	\$0	\$0
7.	McGinley, Birsen	Facing the Future	4 S-1	Online	3/25/22	\$0	\$0
8.	Ferrare, Lisa	ABCs of Employee Leave	4	Online	3/30/22	\$125.00	\$125.00
9.	Ferrare, Lisa	Human Resources Requirements, Best Practices & Law	4	Online	4/5/22	\$40.00	\$40.00
10.	Erdreich, Cara	Wilson Foundations Training Level 2	4 S-1	Online	4/21/22	\$289.00	\$289.00
11.	Freund, Kelly	Wilson Foundations Training Level 2	4 S-1	Online	4/21/22	\$289.00	\$289.00
12.	Olcott, Nicole	Wilson Foundations Training Level 2	4 S-1	Online	4/21/22	\$289.00	\$289.00
13.	Rex, Jean	Wilson Foundations Training Level 2	4 S-1	Online	4/21/22	\$289.00	\$289.00
14.	Evan, Danielle	Autism Spectrum Disorder and Childhood Apraxia of Speech	4	Online	4/27/22	\$65.00	\$65.00
15.	Rommel, Allison	Autism Spectrum Disorder and Childhood Apraxia of Speech	4	Online	4/27/22	\$65.00	\$65.00
16.	Allen, Erin	Wilson Foundations Training Level 2	4 S-1	Online	5/17/22	\$289.00	\$289.00
17.	Freund, Kelly	Wilson Foundations Training Level 2	4 S-1	Online	5/17/22	\$289.00	\$289.00
18.	Taggart, Dana	Wilson Foundations Training Level 2	4 S-1	Online	5/17/22	\$289.00	\$289.00
19.	Fox, Kasey	Wilson Foundations Training Level 2	4 S-1	Online	5/26/22	\$289.00	\$289.00
20.	Lane, Matt	Wilson Foundations Training Level 2	4 S-1	Online	5/26/22	\$289.00	\$289.00
21.	Wilson, Courtney	Wilson Foundations Training Level 2	4 S-1	Online	5/26/22	\$289.00	\$289.00
22.	Rose, Andrew	Wilson Foundations Training Level 2	4 S-1	Online	6/2/22	\$289.00	\$289.00
23.	Biank, David	Fundamentals of coaching	4	Online	Online	\$100.00	\$100.00
24.	Korovich, Kelly	NJPSAFE Anti-Bullying Specialist Certificate Program	4	Online	Online	\$500.00	\$500.00

Notes: *If in-person session is held, attendance will require employee to follow all safety and social distancing protocols. 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.
 ^Amends total Est. Expenses app'd 2/28/22 XVI.A.7 to reflect increased hotel charges
 ^^Amends original date and total Est. Expenses app'd 2/28/22 XVI.A.7 to reflect increased registration fee

TUITION RATES - 2022-2023 SCHOOL YEAR

- *8. RESOLVED, that the Roxbury Township Board of Education approve the following annual tuition rates for students attending the Roxbury Township School District from other districts or at the request of parents for the 2022-2023 school year.

<i>Roxbury Tentative Tuition Rates 2022-2023</i>		<i>ESY Per Diem</i>
Preschool-Kindergarten	\$15,357.00	
Grades 1-5	\$18,277.00	
Grades 6-8	\$15,678.00	
Grades 9-12	\$18,403.00	
Learning/Language Disabilities (LLD)	\$27,432.00	\$152.40
Behavioral Disabilities	\$27,772.00	\$154.29
Autism	\$35,454.00	\$196.97
Multiple Disabled	\$29,410.00	\$163.39
Preschool Disability FT	\$22,555.00	\$125.31
Resource Room	\$3,251.00	

ROXBURY TOWNSHIP BOARD OF EDUCATION ADOPTION OF THE TENTATIVE BUDGET FOR SCHOOL YEAR 2022-2023

- *9 RESOLVED, that the tentative budget be approved for the 2022-2023 school year using the 2022-2023 state aid figures and the secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

	<i>General Fund</i>	<i>Special Revenues</i>	<i>Debt Service</i>	<i>Total</i>
2022-2023 Total Expenditures	\$81,600,814	\$1,636,911	\$561,000	\$83,798,725
Less: Anticipated Revenues	\$21,655,962	\$1,636,911		\$23,292,873
Taxes to be Raised	\$59,944,852		\$561,000	\$60,505,852

AND, to advertise said tentative budget in the Roxbury Register in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, a public hearing on the budget for the 2022-2023 school year will be held at Lincoln-Roosevelt School on April 25, 2022 during a regular Roxbury Township Board of Education Meeting.

AUTHORIZATION FOR REQUEST FOR BIDS

- *10 RESOLVED, that the Roxbury Township Board of Education authorize the Business Administrator/Board Secretary to conduct a Request for Bid for the roof replacement at Roxbury High School and partial roof replacement at Franklin Elementary School, Kennedy Elementary School and Nixon Elementary School.

APPROVAL OF PURCHASES

- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of the Roxbury High School Gym doors from New Jersey Door Works, 689 Ramsey Avenue, Hillside, NJ in the amount of \$31,135.00 as per New Jersey Door Works Proposal #316277/316298. The purchase is being funded through the Maintenance Reserve Account.
- *12. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Crossroads Pavements Maintenance, 512 Newark Pompton Turnpike, Pompton Plains, NJ

of labor and equipment for repaving, sidewalk and curbing repairs. Work to be performed through Ed Data Primary Vendor Macadm services bid 2021-2022 and funded through the Maintenance Reserve Account.

Roxbury High School (Parking lot repaving)	\$389,700.00
Nixon Elementary School (Installation of new curbing and sidewalk)	\$7,970.00
Lincoln Roosevelt School (Installation of new sidewalk)	\$16,920.00
Jefferson Elementary School (Installation of new curbing and sidewalk)	\$49,270.00

13. RESOLVED, that the Roxbury Township Board of Education approve the purchase from RFS Commercial Inc, 280 N. Midland Avenue, Building M, Postal Unit 220, Saddle Brook, NJ of labor and equipment for installation of new concrete stairs at Jefferson Elementary School. This purchase is being made through Ardex-ESCNJ 18/19-59, Proposal#95993 in the total amount of \$11,150.32 and funded through the Maintenance Reserve Account.

14. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Kinsley Group, 14 Connecticut South Drive, East Granby, CT at the locations and costs listed below. These purchases are being made through the Sourcewell National Cooperative. These purchases are funded by School Security Grant and Capital Outlay. This resolution replaces in its entirety Resolution XVI.A.17 approved on October 11, 2021.

Roosevelt Building (as per Kinsley Group Q#QUO-09038-C1Q4C)	\$42,465.55
Franklin Elementary School (as per Kinsley Group Q#QUO-09036-S8J0R)	\$42,465.55
Administration Building (as per Kinsley Group Q#QUO-09035-H4Y8T)	\$42,696.75
Lincoln Building (as per Kinsley Group Q#QUO-09040-H7T5Y)	\$30,793.45

- *15. RESOLVED, that the Roxbury Township Board of Education approve the purchase of parts to upgrade the walk-in freezer at Roxbury High School from Johnstone Supply, P.O. Box 239, Kenilworth, NJ in the amount of \$20,070.90.

CONTRACTS

- *16. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Educational Services Commission of Morris County to provide the Professional Support/Non-Public Services as listed below. The term of this contract is July 1, 2022 to June 30, 2023.

Professional Support Services
 Non Public Nursing Services
 Chapter 192/193
 Non Public IDEA - B

- *17. RESOLVED, that the Roxbury Township Board of Education approve the 2022/2023 Joint Transportation Agreement with the Educational Services Commission of Morris County. The Commission agrees to transport public, nonpublic and special education pupils on established routes as assigned in writing by the Board for each day that school is in session during the 2022/2023 school year.

- *18. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Burlington County Special Services School District/Educational Services Unit for Professional Services for the 2022/2023 school year.

- *19. RESOLVED, that the Roxbury Township Board of Education approve a contract with the Solutions Architecture, LLC, 96 Pompton Avenue, #2, Verona, NJ for a Facilities Audit in the amount of \$49,500.00.

FACILITIES USAGE

- 20. RESOLVED, that the Roxbury Township Board of Education approve a contract with KidzToPros, 1584 Fulton Place, Fremont, CA for the usage of Lincoln Roosevelt School to facilitate a STEM, Arts and Sports Summer Camp beginning July 5, 2022 and through a period of seven consecutive weeks. KidzToPros, 1584 Fulton Place, Fremont, CA agrees to pay a rental fee of \$20,000.00 for the usage of Lincoln Roosevelt School.

PAYMENT APPLICATION

- 21. RESOLVED, that the Roxbury Township Board of Education approve the following payment to the following contractor:

<i>Contractor</i>	<i>Project</i>	<i>Payment No.</i>	<i>Amount</i>
Panoramic Window & Door Systems, Inc.	Partial Window Replacement at Kennedy E.S.	3	\$90,022.00
Panoramic Window & Door Systems, Inc.	Window Replacement at Nixon E.S.	3	\$28,652.00

APPROVAL OF DISPOSAL OF PROPERTY

- 22. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of 41 chairs at Nixon Elementary School. This furniture has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.
- *23. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of 6 portable radios and 9 charging stations at Roxbury High School. This equipment has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

APPROVAL OF DISPOSAL OF BOOKS

- *24. RESOLVED, that textbooks listed below for the Roxbury Township School District, which have been identified to be outdated, etc., be disposed of according to Regulation 7300.3, Disposition of Personal Property.

<i>Textbook Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>ISBN</i>	<i>No. of Copies</i>
Math	Harcourt	2007	0-15-352227-5 Student Edition	6
			0-15-352254-2 Teacher Resource	3

B. Education (Resolutions 1-8)

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.

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent's decisions provided in the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, ending as of February 24, 2022 for incident Nos. 45 through 63.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, beginning February 25, 2022 and ending March 11, 2022 for Incident Nos. 64 through 74.

FIELD TRIPS / COMPETITIONS

- *3. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve the staff and students below for participation in the following overnight field trips per Board policy and approve unavoidable travel costs as presented which are necessitated by these student activities/sports travel.

Overnight Field Trip / Competition Requests							
	School	Date of Trip	Faculty Sponsor ^(S) & Chaperones ^(C)	Group(s) & # of Students	Trip Dest	Purpose	Total Estimated Expenses
1	RHS	2022-04-20 (Wed) thru 2022-04-24 (Sun)	M.Taylor ^{(S)(C)} ; M.Brauer ^{(S)(C)}	Robotics 29	George R. Brown Convention Center Houston, TX	This is a tentative trip to the FIRST Robotics Competition (FRC) Championship. The team needs to qualify for the event and will learn at the start of April 2022 if they are invited to compete.	\$5,000 Entry fee

- 4. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following community-based instructional events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Group, then by Trip Destination

	School	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Date(s) of Trip
1	EMS	A.Marrese	VISTA	5	Bagels On the Hill	Landing, NJ	3/31/22 (Thu)
2	EMS	T.Martino	VISTA	5	Home Depot Garden Center	Succasunna, NJ	4/6/22 (Wed)
3	EMS	T.Martino	VISTA	5	Horseshoe Lake	Succasunna, NJ	6/2/22 (Thu)
4	EMS	T.Martino	VISTA	5	Roxbury Diner	Succasunna, NJ	4/27/22 (Wed)
* 5	RHS	B.McGinley	SUCCESS	~15	CVS Pharmacy	Ledgewood, NJ	3/15/22 (Tue)
* 6	RHS	B.McGinley	SUCCESS	~15	Habitat for Humanity	Randolph, NJ	4/7/22 (Thu); 4/21/22 (Thu); 5/18/22 (Wed)
* 7	RHS	B.McGinley	SUCCESS	~15	Raritan Headwaters	Far Hills, NJ	3/23/22 (Wed); 3/30/22 (Wed)
* 8	RHS	B.McGinley	SUCCESS	~15	Roxbury Diner	Succasunna, NJ	4/29/22 (Fri)
* 9	RHS	D.Rose	VISTA	3	Bagels On the Hill	Landing, NJ	3/31/22 (Thu)
* 10	RHS	D.Rose	VISTA	3	Enzo's Ristorante & Pizzeria	Budd Lake, NJ	3/22/22 (Tue)

* 11	RHS	D.Rose	VISTA	3	Home Depot Garden Center	Succasunna, NJ	4/6/22 (Wed)
* 12	RHS	D.Rose	VISTA	3	Horseshoe Lake	Succasunna, NJ	6/2/22 (Thu)
* 13	RHS	D.Rose	VISTA	3	Roxbury Diner	Succasunna, NJ	4/27/22 (Wed)

5. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following educational events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Date of Trip:

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
1	EMS	2022-05-13 (Fri)	R.Hagemann	Gr. 7 & 8 Visual Arts; Creative Writing; Performing Arts	~50	CCM	Randolph, NJ	To attend CCM's Teen Arts Festival; opportunity for students to showcase their talents in a celebration of youth arts
2	FES	2022-05-26 (Thu)	J.Dranoff; S.Drury; M.Gallagher; D.Stehlgens	Gr. 4	63	Horseshoe Lake	Succasunna, NJ	4th Grade Picnic & End-of-year activities
3	FES	2022-05-31 (Tue)	J.Dranoff; S.Drury; M.Gallagher; D.Stehlgens	Gr. 4	63	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
4	KES	2022-05-31 (Tue)	S.Goodyear; T.Leister; M.Storm	Gr. 4	53	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
5	KES	2022-06-02 (Thu)	S.Goodyear; T.Leister; M.Storm	Gr. 4	53	Horseshoe Lake	Succasunna, NJ	4th Grade Picnic & End-of-year activities
6	NES	2022-06-02 (Thu)	V.Arms	Gr. 4	66	Lincoln Roosevelt Elem School	Succasunna, NJ	Orientation to 5th Grade
* 7	RHS	2022-03-23 (Wed)	E.Christianse n; K.Weber	Contemporary World Issues; ERA Club	4	Ramapo College	Mahwah, NJ	Students will be attending a TEEEM (The Empathy Equality Entrepreneurship Mission) Leadership Symposium, creating an opportunity for future projects w/ RHS ERA Club and Contemp. World Issues classes, and the TEEEM organization & its partners
* 8	RHS	2022-03-29 (Tue)	F.Caccavale	SDF	18	Roxbury HS	In-school field trip	Students will learn how to insulate a residential home from national trainers from the Knauf Insulation co.; and will apply this skill to insulating the SDF's Habitat for Humanity home
* 9	RHS	2022-04-07 (Thu)	K.DiGerolamo	Teaching Young Children	24	Central Park School	Morristown, NJ	To observe and learn more about Special Education instruction for students

CURRICULUM WRITING

- *6. RESOLVED, that the courses listed below be approved for curriculum writing for the 2022/2023 school year as indicated.

	Course	School / Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Proposed hours
1	Engineering Drafting and Design I	RHS	9 - 12	FY	Rewrite #	20 #
2	Engineering Drafting and Design II	RHS	9 - 12	FY	Rewrite	20
# Amends resolution app'd 2/28/22, XVI.B.11, Exhibit E2, Row No. 55.						

ADOPTION OF SUPPLEMENTAL MATERIALS

7. RESOLVED, that the textbooks listed below be adopted for the Roxbury Township School District as the K-5 standards-based curriculum supplement.

	Course	Grades	Textbook Title	Publisher	Copyright
1	Mathematics	K - 5	Number Worlds	McGraw Hill	2015
2	Mathematics	K - 5	Reveal Math	McGraw Hill	2022

APPROVAL OF SENIOR OPTION 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 2021/2022 school year.

Student	Research Focus	Credits
205798	Media Productions	2.5

C. Policies (Resolution 1)

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:

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Policy 2415.05 (Revised)	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M)	P1
b	Policy & Regulation 2431.4 (Revised)	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	P2 & P3
c	Regulation 2460.30 (New)	Additional/Compensatory Special Education and Related Services (M)	P4
d	Policy 2622 (Revised)	Student Assessment (M)	P5
e	Regulation 2622 (New)	Student Assessment (M)	P6

f	Policy 3233 (Revised)	Political Activities	P7
g	Policy 5460 (Revised)	High School Graduation (M)	P8
h	Policy 5541 (New)	Anti-Hazing (M)	P9
i	Policy 7540 (New)	Joint Use of Facilities	P10
j	Policy & Regulation 8465 (Revised)	Bias Crimes and Bias-Related Acts (M)	P11 & P12
k	Policy 9560 (Revised)	Administration of School Surveys (M)	P13

D. Personnel (Resolutions 1-12)

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

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

	Name	Loc	Position	Action	Final day of employment	Discussion
* 1	Livingston, William	RHS	Permanent Substitute Teacher	Resignation for personal reasons	2/18/22	
2	Pojedinec, Daniel	EMS	Special Education Teacher	Resignation for retirement purposes	6/30/22	
* 3	Rogers, Richard	Dist	District Courier	Rescind resignation for personal reasons	-	Supersedes action on 2/28/22 D.1.9

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
1	12405	2/23/22	Using available days	n/a	Upon release by physician	
* 2	14742	2/28/22	Using available days	FMLA, if needed	Upon release by physician	
* 3	17970	3/7/22	n/a	5 wks of FMLA	4/18/22	
* 4	19089	1/28/22	Using available sick days	FMLA, if needed	Upon release by physician	Amends leave app'd 2/28/22 D.2.6
* 5	22161	3/10/22	Using 7 sick days	FMLA, if needed	Upon release by physician	

* 6	22491	5/23/22 or sooner if nec	Using available sick & personal days	n/a	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	Serek, Amanda	NES	Permanent Substitute Teacher	N/A	\$160.00 per diem	3/15/22^	6/30/22	Tenure-track replacement in position TCH.SUB.PERM.NES.01 not to exceed 4 days / week
^ 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								

APPOINTMENTS - EXTRACURRICULAR

*4. RESOLVED, that the Roxbury Township Board of Education approve the following appointments for the 2021/2022 school year as indicated in the attached Exhibit. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with these positions.

21/22 Coaching Appts									
	POS LOC	POSITION	ASSIGNMENT	SEASON	NAME	21/22 Base Stipend	# of Consec Yrs thru 21/22 Season	21/22 Longevity Stipend	21/22 TOTAL Stipend
1	RHS	All Sports	Equipment Manager	Spring	Lorusso, Cosmo	\$ 5,956	n/a	n/a	\$ 5,956
# 2	RHS	Baseball	Assistant Coach	Spring	Roumes, Craig	\$5,518	1	n/a	\$5,518
3	RHS	Weight Room	Head Coach	Spring	Roumes, Ryan	\$ 5,956	n/a	n/a	\$ 5,956
# Amends and supersedes resolution app'd 2/28/22, XVI.D.7.1, Exhibit HR 1, Row No. 9.									

APPOINTMENTS - HOURLY EMPLOYEES

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

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
1	Anderson, Nicholas	NES	Teacher's Assistant	REA Paraprof Step 2	\$17.60	3/15/22	6/30/22	New Esser II funded position AID.REG.NES.TA.01; p/t not to exceed 29.5 hrs/wk
2	Hakhamaneshi, Lenore	JES	Teacher's Assistant	REA Paraprof Step 4	\$17.85	3/28/22^	6/30/22	New Esser II funded position AID.REG.JES.TA.02; p/t not to exceed 29.5 hrs/wk
* 3	Matthews, David	TR	Bus Driver	RBDG Step 6	\$34.01	3/21/22^	6/30/22	Replacement in position BUS.TR.DRI.RE.01

* 4	Nicholais, Liliana	TR	Bus Driver	RBDG Step 1	\$26.55	3/22/22^	6/30/22	Replacement in position BUS.TR.DRI.RE.16
5	Sievers, Michelle	KES	Teacher's Assistant	REA Paraprof Step 1	\$17.60	3/15/22^	6/30/22	New Esser II funded position AID.REG.KES.TA.01; p/t not to exceed 29.5 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

APPOINTMENTS - SUBSTITUTES

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

	Name	Loc.	Position	Salary	Start Date	End Date	Discussion
1	Palanchi, Reghan	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	3/15/22^	6/30/22	
2	Vespucci, Elizabeth	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	3/15/22^	6/30/22	
3	Wyszkowski, Alexa	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	3/15/22	6/30/22	
^Start date pending receipt of documentation in accordance with law and district policy.							

APPOINTMENTS - TITLE I SUMMER SCHOOL PROGRAM

7. RESOLVED, that the Roxbury Township Board of Education approve the following. At this time, employment and payment is contingent upon the status of school closures and enrollment numbers:

	Name	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Maurer, Jennifer	Title I Summer School Coordinator, K - 4	n/a	\$45/hr, not to exceed \$6,800	5/1/22	7/29/22	Salary to be paid from Title I funds.

APPROVAL OF SERVICE PAYMENTS

- *8. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2021/2022 school year. At this time, use of the services and payment for services is contingent upon the status of school closures and the ability to fulfill the responsibilities associated with provision of services.

	Name	21/22 Payment #	Services Performed
1	Conrad, Jeffrey	\$350	Musician Mentor for May 2022 Choral Masterworks Concert, and Wind Section Liaison
2	Goodwin, James	\$350	Musician Mentor for May 2022 Choral Masterworks Concert, and String Section Liaison
3	Monaghan, Mark	\$300	Musician Mentor for May 2022 Choral Masterworks Concert

4	Rodgers, Susanna	\$300	Musician Mentor for May 2022 Choral Masterworks Concert
5	Sweer, Ryan	\$300	Musician Mentor for May 2022 Choral Masterworks Concert
# The Board will be reimbursed through fundraising and ticket sales			

SALARY ADJUSTMENTS - CERTIFICATED STAFF

9. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2021/2022 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Start Date	Salary Guide / Step	Addl. Salary not to exceed
1	Hancock, Jessie	LRS	Supplemental Reading	1 class on MTWF, during Period 6	3/15/22 #	21/22 BA Step 8	\$379
2	Neumann, Erin	LRS	Supplemental Reading	1 class daily, during Period 9	3/15/22 #	21/22 BA+30 Step 5-6	\$491
3	Trimmer, Theresa	LRS	Supplemental Reading	1 class daily, during Period 10	3/15/22 #	21/22 MA+30 Step 23	\$825
4	Trimmer, Theresa	LRS	Supplemental Reading	1 class on Thursdays, during Period 3	3/15/22 #	21/22 MA+30 Step 23	\$165
* 5	Douglas, Diane	RHS	Health Gr. 12	1 block (Block 1) on A days w/in A/B day schedule @ RHS	1/27/22 - 3/31/22	21/22 MA+30 Step 20	\$3,365
# Coverage for position TCH.SPE.RES.NA.05.							

MENTORING

10. 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:

	Novice Teacher				Mentoring Term in Roxbury				
	Name	Loc	Instr. Cert.	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
1	Biank, David	EMS	CEAS	n/a	Cadena, Meaghan	3/7/22	6/17/22	14	\$257

COMMUNITY SCHOOL

- *11. RESOLVED, that the Roxbury Township Board of Education in conjunction with the Roxbury Community School approve the appointment of the certificated staff below for the 2021/2022 Saturday Support Program at a rate of \$60/hour. Employment is dependent upon sufficient enrollment. Job sharing within each job category will occur and will be scheduled based on expressed interest. Staff listed below will be paid through ESSER II Funds.

	Name
1	Pugliese, Ryan
2	Renn, Christi

- *12. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Loc	Pay Rate	Start Date	End Date
1	Future Gaels Soccer Camp (Gr 1-8)	Franco, Kevin	RHS	\$135/Student	6/15/22	6/30/22

E. Executive Session

- *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 April 4, 2022 at 6:30 p.m. and;

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

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, 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

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Student Surveys, Analysis, ~~AND/OR~~ Evaluations, Examinations, Testing, or Treatment (M)

2415.05 STUDENT SURVEYS, ANALYSIS, ~~AND/OR~~ EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT (M)

M

The Protection of **Pupil** Student Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). ~~The Consent-PPRA~~ requires written consent from parents of ~~unemancipated minor students or students who are eighteen years old or the emancipated minor students~~ **with** the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the **areas outlined in this Policy.** ~~before such students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following nine areas referred to as “protected information surveys”:~~

A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information



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Student Surveys, Analysis, ~~AND/OR~~ Evaluations, Examinations, Testing, or Treatment (M)

about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)

1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).

a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).

2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).

a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).

3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for



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Student Surveys, Analysis, ~~AND/OR~~ Evaluations, Examinations, Testing, or Treatment (M)

that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).

a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).

C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4

1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:

- a1. Political affiliations ~~or beliefs of the student or student's parent~~;
- b2. Mental or psychological problems ~~of the student or the student's family~~ potentially embarrassing to the student or the student's family;
- c3. Sex behavior or attitudes;
- d4. Illegal, anti-social, self-incriminating, ~~and~~ ~~or~~ demeaning behavior;
- e5. Critical appraisals of others with whom the ~~respondents have~~ student ~~has~~ close family relationships;
- f6. Legally recognized privileged ~~and~~ ~~or~~ analogous relationships, such as ~~those of~~ ~~with~~ lawyers, physicians, and ministers;
- g7. Religious practices, affiliations, or beliefs of the student or student's parents; ~~or~~



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h8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a ~~such~~ program); or

9. Social security number.

~~This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.~~

2. Parents’ or Emancipated Students’ Right to “Opt a Student Out”
Notice 20 USC §1232h(c)(2)

a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(2) The administration of any survey containing one or more of the items listed in D.1. above.

(3) Any nonemergency, invasive physical examination or screening that is:

(a) Required as a condition of attendance;

(b) Administered by the school and scheduled by the school in advance; and

(c) Not necessary to protect the immediate health and safety of the student, or of other students.

b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or



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Student Surveys, Analysis, ~~AND/OR~~ Evaluations, Examinations, Testing, or Treatment (M)

approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).

3. Exceptions – 20 USC §1232h(c)(4)

a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

(1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;

(2) Book clubs, magazines, and programs providing access to low-cost literary products;

(3) Curriculum and instructional materials used by schools in the district;

(4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

(5) The sale by students of products or services to raise funds for school-related or education-related activities; and

(6) Student recognition programs.

b. The provisions of this Policy:



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(1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and

(2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.

4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student’s privacy is protected regarding any information collected in accordance with this Policy.

~~The parents of unemancipated minor students or students who are eighteen years old or emancipated minor students will be provided an opportunity to opt a student out of participating in:~~

- ~~1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;~~
- ~~2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and~~
- ~~3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.~~

Inspection



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Student Surveys, Analysis, ~~AND/OR~~ Evaluations, Examinations, Testing, or Treatment (M)

~~The parents of unemancipated minor students or students who are eighteen years old or emancipated minor students, upon request and before administration or use, have the right to inspect:~~

-
- 1. ~~Protected information surveys of students;~~
-
- 2. ~~Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and~~
-
- 3. ~~Instructional material used as part of the educational curriculum.~~
-

~~The Superintendent or designee shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights and the inspection rights provisions of PPRA and this Policy. The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”~~

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98 PPRA Consent/Opt-Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ~~the USDOE United States Department of Education.~~

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of ~~Pupil Student~~ Rights Amendment (PPRA)

~~(20 U.S.C. §1232h;~~

~~34 CFR Part 98)~~

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

N.J.S.A 18A:36-34

Adopted: 14 October 2013

Revised: 26 April 2021

Revised: 14 March 2022



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse of schools with athletic programs. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed



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from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed

healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics and cheerleading programs, it is imperative that student athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports related concussions and other head injuries. Allowing a student athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports related concussions and other head injuries among student athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, “interscholastic athletics” shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, “cheerleading program” shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.

The school district will adopt an Interscholastic Athletic and Cheerleading Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student athlete who participates in interscholastic sports and every cheerleader who participates in a cheerleading program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student athlete or cheerleader’s parent and keep on file for future reference.

Prevention of a sports related concussion and head injuries is an important component of the school district’s program. The school district may require pre season baseline testing of all student athletes and cheerleaders before the student begins participation in an interscholastic athletic or cheerleading program.



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

~~Any student-athlete or cheerleader who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete or cheerleader is exhibiting signs or symptoms, the student will be evaluated by the school or team physician. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports-related concussion or other head injury.~~

~~Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.~~

~~A student-athlete or cheerleader who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The student's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.~~

~~The student's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student indicating when the student is able to return to the activity. The medical release/clearance must indicate the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.~~

~~The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports~~



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD
INJURIES (M)

~~team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.~~

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~~For the purposes of this Policy a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.~~

~~This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.~~

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~~N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4;
—18A:40-41.5~~

Adopted: 14 October 2013

Revised: 14 March 2022



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
AND HEAD INJURIES (M)

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED
CONCUSSIONS AND HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in



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athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.
2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;
 - f. Feeling sluggish or foggy;



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- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
 - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.
2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.



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- a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

- 1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:

- a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;

- b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and

- c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

- 2. The student's written medical clearance from a physician must indicate a medical examination has determined:

- a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or

- b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

- 3. The student's written medical clearance must be reviewed and approved by the school nurse or athletic trainer.



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4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.

5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.

a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student’s physician to begin the return to play process. A student’s return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student’s heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

c. Moderate Activity

Continue with activities to increase the student’s heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).



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d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school nurse or athletic trainer.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.



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2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

~~A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.~~

~~A. Interscholastic Athletic/Cheerleading Program Head Injury Training Program~~

- ~~1. The school district will adopt an Interscholastic Athletic/Cheerleading Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.~~



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
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~~2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.~~

~~B. Prevention~~

~~1. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the student begins participation in an interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.~~

~~2. The Principal or designee will review educational information for student-athletes and cheerleaders on prevention of concussions.~~

~~3. All school staff members, student athletes, cheerleaders, and parents of student athletes and cheerleaders shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.~~

~~C. Signs or Symptoms of Concussion or Other Head Injury~~

~~1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student athlete or cheerleader:~~

~~a. Appears dazed, stunned, or disoriented;~~

~~b. Forgets plays, or demonstrates short term memory difficulty;~~

~~c. Exhibits difficulties with balance or coordination;~~

~~d. Answers questions slowly or inaccurately; and/or~~

~~e. Loses consciousness.~~



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

~~2. Possible symptoms of concussion shall be reported by the student athlete or cheerleader to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:~~

~~a. Headache;~~

~~-~~

~~b. Nausea/vomiting;~~

~~-~~

~~c. Balance problems or dizziness;~~

~~-~~

~~d. Double vision or changes in vision;~~

~~-~~

~~e. Sensitivity to light or sound/noise;~~

~~-~~

~~f. Feeling sluggish or foggy;~~

~~-~~

~~g. Difficulty with concentration and short term memory;~~

~~-~~

~~h. Sleep disturbance; or~~

~~-~~

~~i. Irritability.~~

~~-~~

~~D. Emergency Medical Attention for Concussion or Other Head Injury~~

~~-~~

~~1. Any student athlete or cheerleader who is exhibiting the signs or symptoms of a sports related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.~~

~~-~~

~~2. The school staff member supervising the student athlete or cheerleader when the student is exhibiting signs or symptoms of a sports related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.~~

~~-~~

~~a. In the event the school or team physician is available when the student athlete or cheerleader is exhibiting signs or symptoms of a~~



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

~~sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.~~

- ~~3. The school staff member supervising the student athlete or cheerleader when the student is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports-related concussion or other head injury.~~

~~E. Sustained Concussion or Other Head Injury~~

- ~~1. A student athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The student's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.~~

- ~~2. The student athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.~~

- ~~3. The student athlete or cheerleader's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the student is able to return to the activity. The release/clearance must indicate:~~

~~a. The medical examination determined the injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to the interscholastic athletic or cheerleading activity; or~~

~~b. The medical examination determined the injury was a concussion or other head injury, the student is asymptomatic at rest, and can~~



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~~begin the graduated return to competition and practice protocol outlined in F. below.~~

~~A medical release/clearance not in compliance with this requirement will not be accepted. The student athlete or cheerleader may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.~~

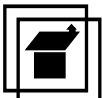
- ~~4. Complete physical, cognitive, emotional, and social rest is advised while the student is experiencing symptoms and signs of a sports related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)~~

~~F. Graduated Return to Competition and Practice Protocol~~

- ~~1. Upon the school physician's acceptance of the written medical release/clearance, the student athlete or cheerleader may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:~~

~~Step 1 – Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student athlete or cheerleader may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall be required to have a re-evaluation by their physician or licensed healthcare provider. The student shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.~~

~~Step 2 – Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or~~



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~~symptoms of a concussion, the student athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 1.~~

~~Step 3— Sport specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 2.~~

~~Step 4— Non contact training drills such as passing drills, agility drills, throwing, catching, etc. The student athlete or cheerleader may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 3.~~

~~Step 5— The student's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the student's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the student may participate in normal training activities. The objective of this Step is to restore the student's confidence and for the coaching staff to assess the student's functional skills. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the student does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the student's physician, shall determine the student's return to competition and practice protocol.~~

~~Step 6— Return to play involving normal exertion or game activity. If the student exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.~~



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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
AND HEAD INJURIES (M)

~~G. — Temporary Accommodations for Student Athletes and Cheerleaders with Sports-Related Head Injuries~~

~~1. — Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.~~

~~2. — Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound, can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the student's cognitive needs in the following ways. Students who return to school after a concussion may need to:~~

~~a. — Take rest breaks as needed;~~

~~b. — Spend fewer hours at school;~~

~~c. — Be given more time to take tests or complete assignments (all courses should be considered);~~

~~d. — Receive help with schoolwork;~~

~~e. — Reduce time spent on the computer, reading, and writing; and/or~~

~~f. — Be granted early dismissal from class to avoid crowded hallways.~~

Adopted: 14 October 2013

Revised: 14 March 2022



REGULATION

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Additional/Compensatory Special Education
and Related Services
M

R 2460.30 ADDITIONAL/COMPENSATORY SPECIAL EDUCATION
AND RELATED SERVICES

The Board of Education shall provide additional or compensatory special education and related services to students with disabilities beyond the age of twenty-one based on the recommendation of the individual student’s IEP team pursuant to N.J.S.A. 18A:46-6.3.

As used in N.J.A.C. 18A:46-6.3(h) and this Regulation, “parent” means the natural or adoptive parent, the legal guardian, resource family parent when willing to so serve, a surrogate parent, or a person acting in the place of a parent, such as a grandparent or stepparent with whom the student lives, or a person legally responsible for the student’s welfare. “Parent” shall also include an adult student who has attained the age of eighteen, who is not under legal guardianship, and who is entitled to receive special education and related services.

A. Additional Special Education and Related Services

1. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
 - a. In the 2021-2022 school year, provide special education and related services contained in an Individualized Education Program (IEP) to a student with disabilities who attains the age of twenty-one during the 2020-2021 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2021-2022 school year.



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Additional/Compensatory Special Education
and Related Services

- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.a. and A.1. shall not be eligible to receive such education and services beyond June 30, 2022, unless otherwise provided in a student’s IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
2. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
 - a. In the 2022-2023 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2021-2022 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2022-2023 school year.
 - (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.b. and A.2. shall not be eligible to receive such education and services beyond June 30, 2023, unless otherwise provided in a student’s IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
3. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:



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and Related Services

- a. In the 2023-2024 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2022-2023 school year, provided that the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2023-2024 school year.

- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.c. and A.3. shall not be eligible to receive such education and services beyond June 30, 2024, unless otherwise provided in a student’s IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.

B. Rights, Privileges, and Remedies

- 1. A student receiving special education and related services, including transition services, pursuant to N.J.S.A. 18A:46-6.3 and this Regulation shall be afforded the same rights, privileges, and remedies provided to students with disabilities pursuant to State law, New Jersey State Board of Education regulations concerning special education, and the Federal “Individuals with Disabilities Education Act,” (IDEA) 20 USC §1400 et seq.

- 2. Any disputes that arise with respect to the provision or nature of services provided to a student with disabilities in the additional year as provided in accordance with N.J.S.A. 18A:46-6.3.a., b. and c., and A. above may be addressed as determined by the parent of the student with disabilities, by either:

- a. Mediation;
 - b. A written request for a complaint investigation submitted to the Director of the Office of Special Education Policy and Dispute Resolution in the New Jersey Department of Education; or



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Additional/Compensatory Special Education
and Related Services

- c. A special education due process hearing pursuant to IDEA, N.J.S.A. 18A:46, or administrative code.

C. Funding

1. The special education and related services, including transition services, provided to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, to the extent permitted by Federal law, should be paid for from the monies received by the State or a school district under the Federal “Coronavirus Aid, Relief, and Economic Security (CARES) Act,” Pub.L.116-136, the Federal “Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021,” Pub.L.116-260, the Federal “American Rescue Plan (ARP) Act,” Pub.L.117-2, or any other Federal funding provided to address the impact of the coronavirus pandemic on elementary and secondary schools as it becomes available.
2. To the extent the Federal funds described in N.J.S.A. 18A:46-6.3.e.(1) and C.1. above do not cover the costs borne by the school district to provide the special education and related services, including transition services, to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, the State of New Jersey shall appropriate funds as necessary from the Property Tax Relief Fund to reimburse the school district for these costs.
3. The special education and related services funded pursuant to the provisions of N.J.S.A. 18A:46-6.3.e. may include, but are not limited to, the additional staff, programs, and facilities deemed necessary by the school district to provide the special education and related services, including transition services, required under N.J.S.A. 18A:46-6.

Adopted: 14 March 2022



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
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STUDENT ASSESSMENT (M)

2622 STUDENT ASSESSMENT (M)

M

~~The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.~~

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as ~~he or she~~ the **Commissioner** deems appropriate. ~~The Commissioner shall report to the State Board of Education the results of such assessments.~~ **The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d).**

Pursuant to N.J.A.C. 6A:8-4.1~~(b) and~~ (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. ~~There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for~~



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students who missed the initial testing date. The school district will provide accommodations or modifications to the Statewide assessment system in accordance with the provisions of N.J.A.C. 6A:8-4.1(d).

Students with disabilities as defined in N.J.A.C. 6A:14-1.3 shall participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. The school district shall administer the alternative State assessment for students with disabilities in accordance with the provisions of N.J.A.C. 6A:8-4.1(d)3.

The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.

The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.

Statewide Assessment System

-

~~The Superintendent of Schools shall develop and annually present to the Board of Education for its approval an assessment program that complies with the rules of the State Board of Education.~~

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~~The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.~~

~~The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade five.~~

~~The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued~~



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~~administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.~~

~~The Department of Education shall implement a high school assessment program component of the NJSLS that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.~~

~~The Board of Education shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education of English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8.4.1(d)1. The Board of Education may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first year ELL of substituting a Department of Education approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.~~

~~The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.~~

~~At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.~~

~~The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).~~

~~Test Administration Procedures and Security Measures~~



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~~The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.~~

~~Documentation of Student Achievement~~

~~The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be released in accordance with Federal and State law.~~

~~The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.~~

~~The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.~~

~~The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:~~

- ~~1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;~~
- ~~2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);~~
- ~~3. Evidence of instructional experience and performance in the NJSLs;~~
- ~~4. Evidence of technological literacy;~~
- ~~5. Evidence of career education instructional experiences and career development activities;~~
- ~~6. Evidence of State issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for~~



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~~students enrolled in Department of Education approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and~~

~~7. Any other information deemed appropriate by the Board of Education.~~

~~Accountability~~

~~-~~

~~The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.3. The Board of Education shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.~~

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~~Annual Review and Evaluation of School Districts~~

~~The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.~~

~~Public Reporting~~

~~-~~

~~In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.~~

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~~Parental Notification~~

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POLICY

~~Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.~~

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10

Adopted: 5 October 2015

Revised: 15 August 2016

Revised: 08 May 2017

Revised: 17 August 2020

Revised: 14 March 2022



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R 2622 STUDENT ASSESSMENT

- A. Statewide Assessment System – N.J.A.C. 6A:8-4.1
1. The school district shall, according to a schedule prescribed by the Commissioner of Education, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school assessment component; and the alternative State assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.
 2. Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner of Education pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled.
 - a. The school district shall provide all appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education (NJDOE) for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as specified in a student’s Individualized Education Program (IEP) or 504 plan in accordance with N.J.A.C. 6A:8-4.1(d)1.
 - (1) The school district may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English.



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- (2) The school district shall have the option for a first-year ELL of substituting a NJDOE-approved language proficiency test only for the English language arts component of the Statewide assessment, when the student has entered the United States after June 1 of the calendar year prior to the test administration.
 - b. The school district shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.
 - c. At specific times prescribed by the Commissioner of Education, the school district shall administer the alternative State assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities in accordance with N.J.A.C. 6A:8-4.1(d)3.
 - d. The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.
3. Test Administration Procedures and Security Measures
 - a. The school district shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.
 - b. All Statewide assessments shall be administered in accordance with the NJDOE's required test administration procedures and security measures.
 - c. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.



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- B. Documentation of Student Achievement – N.J.A.C. 6A:8-4.2
1. After each test administration, the NJDOE shall provide the Superintendent the following:
 - a. Rosters of student performance in each content area;
 - b. Individual student reports; and
 - c. School and school district summary data, including school and school district means, numbers tested, and percent achieving at each performance level.
 - (1) The school district summary data shall be aggregated and disaggregated, and school summary data shall be disaggregated, for students with disabilities as defined in N.J.A.C. 6A:14-1.3 and for ELLs.
 2. The school district shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.
 3. The school district shall maintain an accurate record of each student’s performance on Statewide assessments.
 4. The school district shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:
 - a. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth at N.J.A.C. 6A:8-5.1(a)6;
 - b. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
 - c. Evidence of instructional experience and performance in the New Jersey Student Learning Standards (NJSLS);
 - d. Evidence of technological literacy;



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- e. Evidence of career education instructional experiences and career development activities;
 - f. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in NJDOE-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
 - g. Any other information deemed appropriate by the school district.
- C. Accountability – N.J.A.C. 6A:8-4.3
- 1. The Superintendent shall report final results of annual assessments to the Board and members of the public at a public meeting within sixty days of receipt of the information from the NJDOE.
 - 2. The Superintendent shall provide educators, parents, and students with results of annual assessments as required under N.J.A.C. 6A:8-4.2(a) and B.1. above, within thirty days of receipt of information from the NJDOE.
 - 3. The school district shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on the Statewide or local assessments.
 - 4. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.
- D. Annual Review and Evaluation of School Districts – N.J.A.C. 6A:8-4.4
- 1. The NJDOE shall review the performance of schools and school districts by using a percent of students performing at the proficient level as one measure of annual measurable objective (AMO) and incorporating a progress criterion indicative of systemic reform.



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- a. The review shall include the performance of all students, including students with disabilities as defined by N.J.A.C. 6A:14-1.3, students from major racial and ethnic groups, economically disadvantaged students, and ELLs.
 - b. The review shall take place at each grade level in which Statewide assessments are administered, using the AMO targets.
- E. Public Reporting – N.J.A.C. 6A:8-4.5
- 1. In accordance with the requirements of N.J.A.C. 6A:8-4.5, the NJDOE shall report annually to the New Jersey State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the NJDOE’s annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5.
 - 2. After each test administration, the NJDOE shall report to the Board on the performance of all students and of student subgroups.
- F. Parental Notification
- Parents shall be informed of the school district assessment system and of any special tests that are to be administered to their children.

Adopted: 14 March 2022



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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POLITICAL ACTIVITIES

3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. **However,** ~~the~~ Board prohibits the use of school **grounds** ~~premises~~ and school time, ~~however,~~ for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school **grounds** ~~premises~~ unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school **grounds** ~~premises~~ nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school **grounds** ~~premises~~;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day **on** ~~in~~ a school **grounds** ~~facility~~ that **are** ~~is~~ used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school **grounds** ~~property~~, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

In accordance with N.J.S.A. 18A:6-8.1., a ~~A teaching~~ **certificated** staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of **the teaching staff member's** ~~his/her~~ attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.

In accordance with N.J.S.A. 18A:6-8.2., a ~~A teaching~~ **certificated** staff member employed by this district who is a member of the Board of **County Commissioners** ~~Chosen Freeholders~~ of any county of New Jersey shall be entitled to time off from **the teaching staff member's** ~~his/her~~ duties, without pay, during the periods of **the teaching staff member's** ~~his/her~~ attendance at regular or special meetings of the Board of **County Commissioners** and of any committee thereof and at such other times as **the teaching staff**



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member he/she shall be engaged in performing the necessary functions and duties of his/her office as a member of the Board **of County Commissioners**.

No other teaching staff member who holds elective or appointive office is ~~se~~ entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this **P**olicy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a **teaching** staff member or student.

~~N.J.S.A. 11:17-2~~

N.J.S.A. 18A:6-8.1; 18A:6-8.2; 18A:6-8.4; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 14 October 2013

Revised: **14 March 2022**



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
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HIGH SCHOOL GRADUATION (M)

5460 HIGH SCHOOL GRADUATION (M)

M

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation **in accordance with N.J.A.C. 6A:8-5.1 et seq.** The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2 **and A.1.b. below.**

A. High School Graduation Requirements – **N.J.A.C. 6A:8-5.1**

1. **For a State-endorsed diploma, the Board shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21st century, and that include the following:**

- a. A graduating student must have earned a minimum of one hundred forty (140) ~~(four year high school: no fewer than one hundred twenty credits)~~ credits in courses designed to meet all of the New Jersey Student Learning Standards including, but not limited to, the following credits:
 - (1) At least twenty credits in English language arts literacy aligned to grade nine through twelve standards;
 - (2) At least fifteen credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
 - (3) At least fifteen credits in science, including at least five credits in laboratory biology/life science or the



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content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;

- (4) At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
- (5) At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
- (6) At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
- (7) At least five credits in visual and performing arts;
- (8) At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
- (9) Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
- (10) At least five credits in 21st century life and careers, or career-technical education; and
- (11) Electives as determined by the high school program sufficient to total a minimum of at least one hundred forty ~~(must be at least one hundred forty)~~ credits.

- b.** The ~~high school graduation~~ credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and 140-credit requirement **in A.1.a above** may be met in whole or in part through program completion of a range of



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experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

- (1) The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLS.
 - a. Individualized student learning opportunities in all NJSLS areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Study abroad programs;
 - (4) Student exchange programs; and
 - (5) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
 - b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall:
 - (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to N.J.A.C. 6A:8-5.1(a)2.ii. and 2 below; and
 - (4) Be on file in the school district and subject to review by the Commissioner of Education or designee.



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- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall be permitted and shall be approved in the same manner as other approved courses.

(2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLS at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.

- a. The district shall choose assessments that are aligned with or exceed the NJSLS and may include locally designed assessments.
- b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department of Education-approved locally designed competency-based assessments.

(3) The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses; the College-Level Examination Program (CLEP); or concurrent/dual enrollment at accredited higher education institutions.



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BOARD OF EDUCATION

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- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS, with prior approval as College Option.
- B. Additional Graduation Requirements
1. Attendance requirements as indicated in Policy and Regulation 5200;
 2. Any statutorily mandated requirements for earning a high school diploma; and
 3. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.
- C. Statewide Assessment Graduation Requirements
1. The requirement that all students demonstrate proficiency by achieving a passing score on the English Language Arts (ELA) and mathematics components of the State graduation proficiency test or through alternative means set forth at N.J.A.C. 6A:8-5.1(h)(f) through (i) and C.7. below, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(g) and (i) and C.6. and C.8. below: in the high school end-of-course Partnership for Assessments of Readiness for College and Careers (PARCC) assessment in ELA 10 and Algebra I, or;
 2. ~~The Board of Education will provide students who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate such competence through one of the alternate means set forth below:~~
 - a. **Students in** For the graduating classes of 2016, 2017, 2018, and 2019, 2020, 2021, and 2022 shall be required to demonstrate proficiency by achieving a passing score on the high school students who do not take both the ELA 10 and the Algebra I end-of-course PARCC or NJSLA



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assessments in ELA 10 and Algebra 1 or through alternative means set forth at N.J.A.C. 6A:8-5.1(f), (h), and (i) and C.5., C.7., and C.8. below. ~~or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:~~

- b. For students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity for the following will be provided:
 - (1) Remediation, pursuant to N.J.S.A. 18A:7C-3; and ~~achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or~~
 - (2) One or more additional opportunities to demonstrate proficiency on the State graduation proficiency test, pursuant to N.J.S.A. 18A:7C-6; and ~~Meet the criteria of the portfolio appeals process; and~~
2. In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8-3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a)1 through 3 and A.1.a. through A.1.c. above, to include in their programs of study the following additional credits:
 - a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
 - b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;



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- c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers; and
 - d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers.
- b. ~~For the graduating class of 2020, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1 (a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:~~
- ~~(1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or~~
 - ~~(3) Meet the criteria of the portfolio appeals process.~~
3. The district shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through Quality Single Accountability Continuum (QSAC) and update the district's filed copy each time the graduation policy is revised.
4. The district shall provide each student entering high school and their parents with a copy of the district's requirements for a State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.



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5. To ensure adequate transition to the new Statewide assessment systems, the district shall provide students in the graduating classes of 2021, and 2022 who have not demonstrated proficiency on the high school end-of-course PARCC or NJSLA assessments in ELA 10 and Algebra I with the opportunity to demonstrate competence through one of the alternative means set forth below:
 - a. For the graduating classes of 2018, 2019, 2020, 2021, and 2022, students who did not take the ELA 10 and the Algebra I end-of-course PARCC assessment or who take but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6 may satisfy the State requirement to demonstrate proficiency in English language arts and/or mathematics in one of the following ways:
 - (1) Achieve a passing score, as determined by the Commissioner of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC or NJSLA assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
 - (2) Meet the criteria of the portfolio appeals process.
6. For students in the graduating classes of 2023, 2024, and 2025, the alternative means referenced at N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above shall be as follows:
 - a. Achieve a passing score, as determined by the Commissioner of Education and approved by the New Jersey State Board of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable; and/or
 - b. Demonstrate proficiency through the portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3.

~~In accordance with a NJDOE Memorandum dated January 24, 2017, students in the graduating cohort of 2020 and 2021 who completed an Algebra I course prior to September 6, 2016 and:~~



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- a. ~~— Took the PARCC Algebra I assessment, but did not pass and are now in an advanced mathematics course (e.g. Geometry or Algebra II); or~~
- b. ~~— Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or~~
- c. ~~— Did not have an opportunity to take the PARCC Algebra I assessment because the NJDOE did not offer a summer test administration, but are now in advanced mathematics course (e.g. Geometry or Algebra II). Only students in the graduating cohorts of 2020 and 2021 described in the three specific groups above in a, b., and c. are eligible to utilize the following pathways to demonstrate proficiency in mathematics:~~
- (1) ~~— Take or retake the PARCC Algebra I assessment and pass;
or~~
- (2) ~~— Utilize the NJDOE portfolio appeals process, provided they take the PARCC Geometry assessment and the PARCC Algebra II assessment (if enrolled in the Algebra II course) and receive valid scores; or~~
- (3) ~~— Take and pass the Geometry or Algebra II assessment.~~
74. All English Language Learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a New Jersey Department of Education-approved English fluency assessment.
85. Students, including students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities, are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c) end-of-course PARCC assessments.



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9. For students in the graduating classes of 2019, 2020, 2021, and 2022, the New Jersey Department of Education (NJDOE) shall consider high school end-of-course State assessments to be equivalent to the corresponding high school end-of-course PARCC assessments.

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E.F. High School Diplomas – N.J.A.C. 6A:8-5.2

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, F.1. below, or E.4. below. ~~State and local Board of Education requirements.~~
2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in ~~the rule provisions referenced in E.1. above~~ State and local requirements.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass ~~high school end-of-course PARCC assessments~~ the State proficiency test to demonstrate proficiency through alternative means as set forth ~~in~~ at N.J.A.C. 6A:8-5.1(f) through N.J.A.C. 6A:8-5.1(i) and in A.1.f. through A.8. above, as applicable, pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2018 ~~2016~~ shall demonstrate proficiency as set forth for the



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classes of 2018 through 2022 at ~~in~~ N.J.A.C. 6A:8-5.1(f)1 and C.5.a. above. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State-endorsed diploma shall be granted by the high school of record.

3. Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential. ~~in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and (d).~~
4. The Commissioner of Education shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.
5. The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
 - a. Has demonstrated proficiency in the ~~high school end-of-course PARCC assessments in ELA 10 and Algebra I~~ State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8-5.1(~~gf~~) and C.6. above:
 - (1) The Board shall award a State-endorsed high school diploma to any currently enrolled student in the graduating classes of 2019, 2020, 2021, and 2022 who has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f) and in A.5. above;



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- b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
- c. Has formally requested such early award of a State-endorsed high school diploma.

6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner of Education:

- a. The total number of students graduated;
- b. The number of students graduated under the substitute competency test process;
- c. The number of students graduated under the portfolio appeals process;
- d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
- e. The total number of students denied graduation from the twelfth grade class; and
- f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

F. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11

- 1. Through the ~~Individualized Educational Plan (IEP)~~ process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, ~~Graduation~~, the Board ~~district~~ may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.



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- a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student with a disability has met the specified alternate requirements for graduation individually determined in an IEP.
2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State-endorsed diploma issued by the Board responsible for the student's education.
3. Graduation with a State-endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).
- a. As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.
 - b. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.
 - c. In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.
 - d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.



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4. If a student ~~with a disability~~ attends a school other than that of the school district of residence, ~~which~~ **that** is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the ~~district of residence~~ Board of Education **the school district of residence** shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
53. If the Board ~~of Education~~ grants an elementary school diploma, a student with a disability who fulfills the requirements of his or her IEP shall qualify for and receive a diploma.
64. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
5. ~~A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.~~
6. ~~When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.~~

G. State Seal of Biliteracy – N.J.A.C. 6A:8-5.3



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1. The Board may award a State Seal of Biliteracy to any student who has met all requirements in N.J.A.C. 6A:8-5.2 and E. above and demonstrates proficiency in the following:
 - a. One or more world languages via an approved assessment pursuant to N.J.A.C. 6A:8-5.3(f) and G.6. below during the student's next to last or final year of high school; and
 - (1) Pursuant to N.J.S.A. 18A:7C-15, a foreign language other than English also shall include, but not be limited to, American Sign Language, Latin, and Native American languages.
 - b. English language arts as set forth in N.J.A.C. 6A:8-5.1(a)6 and C.1. above.
2. A Board that chooses to award the State Seal of Biliteracy shall incorporate the process into the developed, adopted, and implemented Policy 5460 – High School Graduation pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. A Board choosing to participate shall submit, in accordance with N.J.A.C. 6A:8-5.1(d) and A.3. above, a copy of Policy 5460 – High School Graduation that reflects the option for students to participate in the State Seal of Biliteracy.
3. The Board of Education shall pay the costs for related assessments and transcript insignias.
4. The Board of Education shall do the following:
 - a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and D.1. above;
 - b. Present each student who qualifies pursuant to G.1. above with a New Jersey Department of Education-issued certificate;
 - c. Include the Commissioner of Education-developed insignia on the student's transcript; and



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- d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.
5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria in N.J.A.C. 6A:8-5.3(a) and G.1. above and shall not include the Commissioner of Education-developed insignia on the student's transcript.
6. A list of New Jersey Department of Education-approved, nationally recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the New Jersey State Board of Education.
 - a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and G.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.

Notification

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~~Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.~~

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H. Reporting

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~~The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education:-~~

1. ~~The total number of students graduated;~~
2. ~~The number of students graduated under the substitute competency test process;~~
3. ~~The number of students graduated under the portfolio appeals process;~~



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4. ~~The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's;~~
 5. ~~The total number of students denied graduation from the twelfth grade class; and~~
 6. ~~The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.~~
- I. ~~The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy is revised.~~

N.J.S.A. 18A:7C-~~3~~⁴; 18A:7C-5; 18A:7C-6, 18A:7C-7; 18A:7C-15; 18A:7E-3
18A:35-1; 18A:35-~~2~~⁴~~9~~; 18A:35-5; 18A:35-7; 18A:35-~~8~~⁶~~17~~
N.J.A.C. 6A:8-1,³ et seq.; 6A:8-5.1 et seq.; 6A:8-5.2; 6A:14-1.3; 6A:14-2.3;
6A:14-3.7; 6A:14-3.8; 6A:14-4.11; et seq. 6A:20-1.4

Adopted: 14 October 2013
Revised: 15 August 2016
Revised: 08 May 2017
Revised: 14 March 2022



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5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to high school(s); middle school(s); and/or elementary school(s) in the school district.

“Hazing” in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;



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4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.



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The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district’s publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;
18A:37-32.3
N.J.A.C. 6A:16-5.1

Adopted: 14 March 2022



POLICY

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Joint Use of Facilities

7540 JOINT USE OF FACILITIES

The Board of Education supports the joint expenditure of school district funds and municipal or county funds to provide facilities from which the community may derive benefits.

The Board may, as the opportunity or need arise, join with the local municipal governing body in acquiring, improving, equipping, operating, or maintaining jointly used facilities in accordance with applicable law.

N.J.S.A. 18A:20-19; 18A:20-34

Adopted: 14 March 2022



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BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

8465 BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

M

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. **Bias Hate** crimes and bias-related acts involving students can lead to further violence and retaliation. **Bias Hate** crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. **The S**chool district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

Definitions

A "**bias hate crime**" **means** is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnicity.

A "bias-related act" **means** is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; or sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All **bias hate** crimes are also bias-related acts, but not all bias-related acts will constitute a **bias hate** crime.

Required Actions

School employees shall immediately notify the Principal and the Superintendent or designee when in the ~~Whenever any school employee in the course of their his/her employment they develops reason to believe that (1) a bias hate crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e). on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours,~~



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BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

The school employee shall immediately notify the Building Principal and Superintendent, who in turn shall notify the Roxbury Township Police Department and Bias Investigation Officer for the county prosecutor's office. The Principal shall notify the Roxbury Township Police Department and the county prosecutor's office immediately if there is reason to believe that a bias hate crime that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe that a life has been or will be threatened, in accordance with N.J.A.C. 6A:16-6.3(e)1 or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.

~~Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the Roxbury Township Police Department.~~

~~In deciding whether to refer the matter of a bias-related act to the Roxbury Township Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.~~

It is understood a referral to the Roxbury Township Police Department or county prosecutor's office pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the Roxbury Township Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected bias hate crime or bias-related act occurring on school grounds property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected bias hate crime or bias-related act pending the arrival of the Roxbury Township Police Department or the county prosecutor's office. The school officials, where when feasible, will cover or conceal such evidence until the arrival of the Roxbury Township Police Department or county prosecutor's office.



POLICY

BIAS ~~HATE~~ CRIMES AND BIAS-RELATED ACTS (M)

N.J.S.A. 2C:16-1

N.J.A.C. 6A:16-6.1 ~~et seq.~~; **6A:16-6.2**; 6A:16-6.3(e)

State Memorandum of Agreement approved by the Department of Law & Public Safety
and the Department of Education

Adopted: 14 October 2013

Revised: **14 March 2022**



REGULATION

OPERATIONS
R 8465/Page 1 of 4**BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)**R 8465 HATE CRIMES AND BIAS-RELATED ACTS (M)**M****A. Definitions**

1. A **bias hate crime means** is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability, religion, sexual orientation; gender identity or expression; national origin; or ethnicity.
2. A bias-related act **means** is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve **conduct** ~~an act~~ that constitutes a criminal offense.
3. All **bias hate crimes** are also bias-related acts, but not all bias-related acts will constitute a **bias hate crime**.

B. Procedure For Reporting Bias Hate Crimes and Bias-Related Acts

1. A school employee **shall immediately will** notify the ~~Building~~ Principal and the Superintendent or designee **when** ~~whenever the school employee,~~ in the course of **their** ~~his/her~~ employment, **they** develops reason to believe that:
 - a. A **bias hate crime or a bias-related act** has been committed or is about to be committed on school **grounds** ~~property~~; ~~or~~
 - b. A **bias hate crime or a bias-related act** has been or is about to be committed by ~~any~~ student, ~~whether~~ on or off school **grounds** ~~property~~ and whether ~~or not~~ such offense was or is ~~about~~ to be committed during operating school hours; or
 - c. ~~That~~ **A** student enrolled in the school has been or is about to become the victim of a **bias hate crime or bias-related act**, ~~whether~~ ~~committed on~~ **or off** school **grounds**, ~~property~~ or during **operating** school hours.



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BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

2. The Superintendent or designee Building Principal shall promptly will notify the Superintendent, the Roxbury Township Police Department and Bias Incident Officer for the county prosecutor’s office when a bias crime or bias-related act has been committed or is about to be committed on school grounds, or has been or is about to be committed by a student on or off school grounds, and whether such offense was or is to be committed during operating school hours, or a student enrolled in the school has been or is about to become the victim of a bias crime or bias-related act on or off school grounds, or during operating school hours.

3. The Principal and the Superintendent or designee shall immediately notify the Roxbury Township Police Department and the bias investigation officer for the county prosecutor’s office immediately where if there is reason to believe that a bias hate crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe that a life has been or will be threatened.

~~C. Procedure For Reporting Bias Incidents~~

- ~~1. A school employee should immediately notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:

 - ~~a. A bias related act has been committed or is about to be committed on school property; or~~
 - ~~b. A bias related act has been or is about to be committed by any student, whether on or off school property and whether or not such bias related act was or is to be committed during school hours.~~~~

- ~~2. The Building Principal will notify the Superintendent and the Roxbury Township Police Department.~~

- ~~3. In deciding whether to refer the matter of a bias related act to the Roxbury Township Police Department or the county prosecutor’s office, the Building Principal and the Superintendent, should consider:

 - ~~a. The nature and seriousness of the conduct; and~~~~



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- b. ~~The risk that the conduct posed to the health, safety and well being of any student, school employee or member of the general public.~~
- 4. ~~The Building Principal will consult with the Superintendent and should consider:~~
 - a. ~~That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and~~
 - b. ~~The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.~~

CD. Nature of Referral

1. The mandatory referral for suspected or committed bias hate crimes and the presumptive referral for suspected or committed bias-related acts as described in N.J.A.C. 6A:16-6.3(e) and this the Rregulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.
2. ~~Any referral in accordance with this regulation is not an accusation or formal charge.~~
3. ~~Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.~~
4. ~~All doubts by school officials should be resolved in favor of referring a matter to the Roxbury Township Police Department or the county prosecutor's office.~~

DE. Concurrent Jurisdiction



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OPERATIONS
R 8465/Page 4 of 4**BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)**

1. Unless the Roxbury Township Police Department or the county prosecutor's office request otherwise, the school officials district may continue to investigate a suspected bias hate crime or bias-related act occurring on school grounds property and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. The school officials will immediately discontinue any ongoing school the in-school investigation if the Roxbury Township Police Department or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.
 - a. Upon notice provided in D.2. above, school officials will take no further action without providing notice to and receiving the assent of the local police department or the county prosecutor's office.

E.F. Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected bias hate crime or bias-related act pending the arrival of the Roxbury Township Police Department or the county prosecutor's office.
2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Roxbury Township Police Department or county prosecutor's office in a manner designed to minimize the harm and continued exposure to students by such evidence, but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.
3. The Roxbury Township Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

Issued: 14 October 2013

Revised: 14 March 2022



POLICY

ADMINISTRATION OF SCHOOL SURVEYS

9560 ADMINISTRATION OF SCHOOL SURVEYS

~~The Protection of Student Rights Amendment (PPRA) requires written consent for certain student surveys, analysis and/or evaluations funded in whole or in part by a program of the United States Department of Education. The district will comply with the PPRA consent requirements and Policy 2415.05 for certain student surveys, analysis, and/or evaluations.~~

~~The district will also comply with the requirements of 34 CFR Part 98—Student Rights in Research, Experimental Programs and Testing for certain programs administered by the Secretary of the United States Department of Education:~~

- ~~1. Instructional material used in connection with any research or experimentation program and project shall be made available for inspection by parents/legal guardians of students engaged in such program or project in accordance with the requirements of 34 CFR Part 98.3.~~
- ~~2. Prior written parental/legal guardian consent is required for any surveys, analysis, and/or evaluations that involve psychiatric or psychological examination, testing, or treatment; if the primary purpose is to reveal information as specified in 34 CFR Part 98.4(a)(1).~~
 - ~~a. Psychiatric or psychological examination or test means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs or feelings.~~
 - ~~b. Psychiatric or psychological treatment means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group.~~

~~However, academic and nonacademic surveys, assessments, analyses, and/or evaluations may be administered to students for programs or activities that are not funded in whole or in part by a program of the United States Department of Education and/or programs not administered by the Secretary of the United States Department of Education as defined in 34 CFR Part 98.1. In accordance with N.J.S.A. 18A:36-34, the district shall receive prior written informed consent from a student's parent or legal guardian before administering~~



POLICY

ADMINISTRATION OF SCHOOL SURVEYS

~~these academic and nonacademic surveys, assessments, analyses, and/or evaluations that reveal information concerning:~~

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34

1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:

- a1. Political affiliations;
- b2. Mental or psychological problems potentially embarrassing to the student or the student's family;
- c3. Sexual behavior and attitudes;
- d4. Illegal, anti-social, self-incriminating or demeaning behavior;
- e5. Critical appraisals of other individuals with whom a respondent has a close family relationship;
- f6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
- g7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program;
- h8. Social security number;~~;~~~~or~~



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- ~~9. Religious practices, affiliations, or beliefs of the student or parent(s) or legal guardian(s).~~
2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.
3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.

~~When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concern the issues listed in 1. through 9. above, the Building Principal shall request written informed consent at least two weeks prior to the administration of the survey. The request for consent shall provide the parent/legal guardian the opportunity to view a copy of the document at a convenient location and time. The student shall not participate in the administration of the academic and/or nonacademic surveys, assessments, analyses, and/or evaluations if the requested written informed consent is not obtained.~~

B. Voluntary Survey for Students with Prior Parental Written Notification –
N.J.S.A. 18A:36-34.1

1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:
- a. Use of alcohol, tobacco, drugs, and vaping;
 - b. Sexual behavior and attitudes;
 - c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
 - d. Physical activity and nutrition-related behaviors.



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2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
 - a. A description of the survey, assessment, analysis, or evaluation;
 - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
 - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;
 - d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
 - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
 - f. The names and contact information of persons to whom questions can be directed; and
 - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used



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for marketing or other commercial purposes that are not related to student health.

C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1
~~34-CFR Part 98~~

Adopted: 14 October 2013

Revised: 14 March 2022

