

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
September 16, 2024

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

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

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

Municipal Clerk

Roxbury Public Library

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on September 16, 2024, regarding personnel matters, student matters and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Meeting of August 19, 2024.
2. Minutes of the Executive Session of August 19, 2024.

XIV. COMMITTEE REPORTS

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

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

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

XVI. ACTION ITEMS

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

A. Finances (Resolutions 1-26)

STUDENT ACTIVITY ACCOUNTS

- *1. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of August 2024 as follows:

Roxbury High School	\$400.00	Franklin School	\$0
Athletics	\$0	Kennedy School	\$0
Eisenhower Middle School	\$0	Jefferson School	\$0
Lincoln Roosevelt School	\$0	Nixon School	\$0

BILLS LIST

- *2. RESOLVED, that the Roxbury Township Board of Education approve the September 2024 bills list totaling \$3,582,618.37.

TRANSFERS

- *3. RESOLVED, that the Roxbury Township Board of Education approve the July 2024 list of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Report for July 2024.

TREASURER'S REPORT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for July 2024.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- *6. 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 July 2024 that no major accounts and fund balances in the 2023/2024 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

TRAVEL REQUESTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities, and promotes the delivery of instruction or further the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	Kenny, Jennifer	ASAP NJ County Meetings	4	Rockaway, NJ	9/19/24, 10/17/24, 11/21/24, 12/19/24, 1/16/25, 2/20/25, 3/20/25, 4/17/25	\$0	\$0

2.	Stoyanov, Aubrey	NNJOSA Workshop Series	4	Wayne, NJ	9/21/24, 10/19/24, 11/23/24, 2/1/25, 3/8/25, 4/5/25	\$150.00	\$250.38
3.	Hamade, Rabiye	Teaching About Elections	4 S-1	New Brunswick, NJ	9/24/24	\$0	\$34.49
4.	Argenziano, Chris	Prevention Summit for Morris County School District	4	Denville, NJ	9/25/24	\$0	\$11.84
5.	DelRusso, Stefanie	Prevention Summit for Morris County School Districts	4	Denville, NJ	9/25/24	\$0	\$11.84
6.	Kenny, Jennifer	The Difference between Behavioral Threat Management & Suicide Prevention	4	Denville, NJ	9/25/24	\$0	\$0
7.	Santora, Frank	MACN 2024-2025 Program	4	Denville, NJ	9/26/24, 10/10/24, 11/21/24, 1/23/25, 2/13/25, 3/13/25	\$550.00	\$630.48
8.	Seipp, Charles	MACN 2024-2025 Program	4	Denville, NJ	9/26/24, 10/10/24, 11/21/24, 1/23/25, 2/13/25, 3/13/25	\$550.00	\$630.48
9.	Trokan, Matt	New Jersey Social Studies Supervisors Association	4	Monroe, NJ	9/26/24	\$0	\$46.25
10.	Ferrare, Lisa	Porzio's 16th Annual Employment Law Forum	4	Morristown, NJ	10/1/24	\$0	\$0
11.	Kenny, Jennifer	Creating a Unified Team Approach and Comprehensive Plan for Addressing Student Substance Use	4	Monroe, NJ	10/4/24	\$150.00	\$196.34
12.	Katz, Robert	Directors Round Table	4	Lake Hopatcong, NJ	10/10/24	\$0	\$0
13.	Maurer, Jennifer	MACN: Culturally Responsive Practices	4 T2	Denville, NJ	10/10/24	\$75.00	\$86.75
14.	Buckler, Jennifer	NJSCA Fall Conference	4	Edison, NJ	10/11/24	\$109.00	\$143.40
15.	LaCosta, Gail	NJSCA Fall Conference	4	Edison, NJ	10/11/24	\$109.00	\$146.60
16.	Urban, Tara	NJSCA Fall Conference	4	Edison, NJ	10/11/24	\$109.00	\$147.54
17.	Wing, Kathleen	NJSCA Fall Conference	4	Edison, NJ	10/11/24	\$109.00	\$145.00
18.	McPhee, Michael	"Childhood in America" & "Lincoln and the Civil War" & "Mapping History"	4 S-3	New Brunswick, NJ	10/11/24, 2/7/25, 3/7/25	\$105.00	\$200.61
19.	Soergel, Steve	Atlantic Coast Veterinary Conference	4 S-2	Atlantic City, NJ	10/14/24-10/16/24	\$0	\$0
20.	Zengel, Renee	AP Roundtable Discussion	4	Sussex, NJ	10/14/24	\$0	\$0
21.	Shaw, James	New Jersey Science Convention	4 S-1	Princeton, NJ	10/15/24	\$200.00	\$241.36
22.	Banas, Jessica	IXL Live	4 S-1	Morristown, NJ	10/17/24	\$95.00	\$116.96
23.	Jacobs, Samantha	IXL Live	4 S-1	Morristown, NJ	10/17/24*	\$95.00	\$116.96*
24.	Posbergh, Erin	NJPSA Fall Conference - Illuminate	4	Atlantic City, NJ	10/17/24-10/18/24	\$410.00	\$516.22
25.	Somers, Alexis	Nonviolent Crisis Intervention Training Program with Advanced Physical Skills	4	Edison, NJ	10/17/24-10/18/24	\$2,249.00	\$2,310.10

26.	Moore, David	H.A. Dehart & Son 140th Anniversary Celebration	4	Thorofare, NJ	10/18/24	\$0	\$0
27.	Katz, Robert	H.A. Dehart & Son 140th Anniversary Celebration	4	Thorofare, NJ	10/18/24	\$0	\$0
28.	Santoro, Kimberly	Teaching Italian XVII: AI and Italian: An Algorithm for Success	4 S-1	Montclair, NJ	10/18/24	\$90.00	\$120.08
29.	Huguenin, Colleen	Legal One: HIB Law/Update	4	New Providence, NJ	10/21/24	\$150.00	\$165.56
30.	Gangemi, Kayla	Autism New Jersey Annual Conference	4	Atlantic City, NJ	10/24/24-10/25/24	\$500.00	\$632.26
31.	Perez, Jennifer	Autism New Jersey Annual Conference	4	Atlantic City, NJ	10/24/24-10/25/24	\$500.00	\$630.29
32.	Somers, Alexis	Autism New Jersey Annual Conference	4	Atlantic City, NJ	10/24/24-10/25/24	\$500.00	\$500.00
33.	Mosher, Katherine	NJALC Fall Symposium	4	East Windsor, NJ	10/25/24	\$205.00	\$258.30
34.	Nzegwu, Crystal	AMTNJ Fall Conference: Mathematics in Action: bringing the Math Practices to Life	4	Lincroft, NJ	10/25/24	\$295.00	\$343.54
35.	Ventricelli, Kathryn	NJALC Fall Symposium	4	East Windsor, NJ	10/25/24	\$205.00	\$256.52
36.	Higgins, Katie	Language Acquisition and Brain Development in Young Learners	4 S-1	Ewing, NJ	10/29/24	\$285.00	\$342.62
37.	Hoopes Gomez, Casey	Language Acquisition and Brain Development in Young Learners	4 S-1	Ewing, NJ	10/29/24	\$285.00	\$353.80
38.	Trokan, Matt	Deeper Learning, Generative AI, and the Road Ahead	4 T2	Denville, NJ	11/21/24	\$150.00	\$159.68
39.	Trokan, Matt	Overcoming Negative Self-Talk	4 T2	Denville, NJ	2/13/25	\$75.00	\$84.68
40.	Maurer, Jennifer	MACN: Hot Button Legal Issues Affecting Curriculum and Instruction	4 T2	Denville, NJ	3/13/25	\$75.00	\$86.75
41.	Trokan, Matt	Hot Button Legal Issues Affecting Curriculum and Instruction	4 T2	Denville, NJ	3/13/25	\$75.00	\$84.68
42.	Hopper, JoEllen	"How do Working People Sustain Global Cities?"	4 S-1	New Brunswick, NJ	3/28/25	\$35.00	\$67.90
43.	Maurer, Jennifer	MACN: The Anxious Generation Book Talk	4 T2	Denville, NJ	4/10/25	\$75.00	\$86.75
44.	Hornung, Desiree	Enhance Effective Medical Emergency Response Teams at Each of Your School Sites	4 S-1	Online	12/6/24	\$395.00	\$395.00
45.	Huguenin, Colleen	Legal One: Anti-Bullying Specialist Online Certificate Program	4	Online	Online	\$500.00	\$500.00
46.	Koch, Joseph	ImPACT Clinical Report Interpretation	4	Online	Online	\$39.00	\$39.00
<p>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 the Date of the Workshop and the total expense to include parking in Resolution XVI.A.4 originally approved on August 19, 2024</p>							

CONTRACTS

- *8. RESOLVED, that the Roxbury Township Board of Education approve a contract with Center for Evaluation and Counseling, Inc., 1719 Route 10 East, Parsippany, NJ to provide school clearance and biopsychosocial evaluations/risk assessments to students on an as-needed and as-requested basis by the district. The services will commence on September 1, 2024, and expire on June 30, 2025, and not to exceed \$8,250.00.
- *9. RESOLVED, that the Roxbury Township Board of Education approve the contract with Q Built Homes, 189 Lawrence Drive, Berkeley Heights, NJ to the Master in Residence (John Q. Martin) to provide assistance to the Structural Design and Fabrication program at the Roxbury High School for 2024/2025 school year effective September 1, 2024, through June 30, 2025. The total amount is not to exceed \$23,595.00.
- *10. RESOLVED, that the Roxbury Township Board of Education approve an agreement with Randolph YMCA, 14 Dover Chester Road, Chester, NJ for the use of a warm water pool at a fee of \$180.00 per hour (Wednesdays 12:30 p.m. - 1:30 p.m.). This agreement is effective September 25, 2024, through May 31, 2025, and not to exceed \$12,060.00.
- *11. RESOLVED, that the Roxbury Township Board of Education approve an agreement with Randolph YMCA, 14 Dover Chester Road, Chester, NJ for the fitness group training/classes for Roxbury High Students with special needs at a fee of \$180.00 per hour (Mondays 12:00 p.m. - 1:00 p.m.). This agreement is effective October 2, 2024, through May 31, 2025, and not to exceed \$5,940.00.
- *12. RESOLVED, that the Roxbury Township Board of Education approve a contract with Integrated Translation Services, 90 East Halsey Road, Suite 346, Parsippany, NJ to provide foreign language translation services on an as-needed and as requested basis by the district. This agreement will be in effect from July 1, 2024, through June 30, 2025. The total amount is not to exceed \$10,000.00.
- *13. RESOLVED, that the Roxbury Township Board of Education approve a contract with Amy Rubin of MindfulSELFF, 53 Alcrest Ave., Budd Lake, NJ of Mindfulness Consulting services for the 2024-2025 school year as per MinfulSELFF Quote #2-2024-25 and the total amount not to exceed \$5,500.00. This agreement will be in effect from September 1, 2024, through June 30, 2025.
- 14. RESOLVED, that the Roxbury Township Board of Education approve a contract with Teachers College Advancing Literacy (Columbia University), Box 77, 525 West 120th Street, New York, NY of onsite Professional Development sessions for Grades 6th through 8th for the 2024-2025 school year and the total amount not to exceed \$9,600.00. This agreement will be in effect from September 1, 2024, through June 30, 2025.
- *15. RESOLVED, that the Roxbury Township Board of Education approve a contract for Professional Development Sessions with Literacy Strategies Consulting, P.O. Box 23411, New York, NY. This agreement shall be in effect from September 1, 2024, through June 18, 2025, and is not to exceed \$31,000.00.

APPROVAL OF CONSULTANT

- *16. RESOLVED, that the Roxbury Township Board of Education approve Ivy Lam as a consultant to provide administrative assistance to the Human Resources and Benefits

Department at the hourly rate of \$31.25 from September 17, 2024, through October 18, 2024, on an as-needed basis by the district.

APPROVAL OF PURCHASES

- *17. RESOLVED, that the Roxbury Township Board of Education approve a purchase of Presentative Fire Alarm Services at the Eisenhower Middle School from Alarm & Communication Technologies Inc., 25 Ross Street, Wharton, NJ in the amount of \$32,697.32 and funded through the Maintenance Reserve Account.
- *18. RESOLVED, that the Roxbury Township Board of Education approve a purchase of a serving counter table for Lincoln Roosevelt School from Atra Janitorial Supply, 220 West Pkwy, Pompton Plains, NJ in the amount of \$52,285.67 and funded through the Food Service Enterprise Fund.

JOINT TRANSPORTATION AGREEMENT

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

2024-2025 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
8/28/2024	6/30/2025	MHC15	Roxbury HS	\$18,832.00
			4% Administration Fee	\$753.28
			Joiner District to and From Total Route	\$19,585.28

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVII.B.13 approved on April 15, 2024.

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

2024-2025 Joint Transportation Agreement				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
8/28/2024	6/30/2025	CTC01	Celebrate the Children (TG)	\$22,500.00
			Celebrate the Children (SV)	\$22,500.00
			4% Administration Fee	\$1800.00
			Joiner District to and From Total Route	\$46,800.00

BE IT FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution XVI.A.18 approved on August 19, 2024.

ACCEPTANCE OF DONATION

- 21. RESOLVED, that the Roxbury Township Board of Education approve the donation of two soccer net goals for Franklin Elementary School from Rising Star Soccer Academy, 30 Roxbury Drive, Kenvil, NJ. This donation is valued at \$257.99.
- 22. RESOLVED, that the Roxbury Township Board of Education approve the monetary donation of \$5,350.00 for Nixon Elementary School from Nixon Elementary School PTA, 275 Mount Arlington Blvd., Landing, NJ.

APPROVAL OF DISPOSAL OF PROPERTY

- *23. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the Poster Printer at Kennedy Elementary School. The item has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.
- *24. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the Transportation Department items listed in Exhibit F-1 (Zonar Tablets, holders, miscellaneous parts). These items have been identified as obsolete, broken, and/or no longer functioning, if unsellable, items will be discarded.
- *25. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of seven autoharps at Franklin and Nixon Elementary Schools. These items have been identified as obsolete, broken, and/or no longer functioning, if unsellable, items will be discarded.

APPROVAL OF DISPOSAL OF BOOKS

- *26. 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>
Environmental Science	Holt, Rinehard and Winston	2008	978-0-03-078136-0 0-03-078136-1	24
Environmental Science: Toward a Sustainable Future - 10th Edition	Pearson Education, Inc.	2008	0-13-230265-9	24
Fountas & Pinnell Benchmark Assessment System 1. Grades K-2, Levels A-N.	Heinemann	2014	978-0-325-00806-6	3
Fountas & Pinnell Benchmark Assessment System 2. Grades 3-8, Levels L-Z.	Heinemann	2014	978-0-325-01191-2	3

B. Education (Resolutions 1-7)

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.

ALIGNMENT OF DISTRICT CURRICULA

- *1. RESOLVED, that the Roxbury Township Board of Education approve the on-going alignment of newly written and revised district curricula with the State Board adopted standards for implementation effective August 28, 2024 for the 2024/2025 school year in the following content areas:

	<i>Subject</i>	<i>Grade Level</i>
1	21st Century Life & Careers	K-12
2	Comprehensive Health & Physical Education	K-12
3	Language Arts - ELA	K-12
4	Library/Media	K-12
5	Mathematics	K-12
6	School Counseling	K-12
7	Science	K-12
8	Social Studies	K-12
9	Engineering, Design, and Technology	K-12
10	Vocal & Performing Arts	K-12
11	World Languages	K-12
12	ESL	K-12

HIB REPORT

- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2024/2025 school year for Incident No. 1.

FIELD TRIPS / COMPETITIONS

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

	<i>School</i>	<i>Group</i>	<i>Estimated # of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Faculty Sponsor</i>
1	RHS	AP Environmental Science; Environmental Science	45	Lake Hopatcong Foundation	Landing, NJ	R.Dunn

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2024/2025

- *4. RESOLVED, that the Roxbury Township Board of Education approve the 2024/2025 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
7623241922	Broadstep Academy	\$21,024.90	7/1/24-8/30/24
5165412685	Educational Services Commission of Morris County	\$125,170.00	9/1/24-6/30/25
5215471646	Educational Services Commission of Morris County	\$125,170.00	9/1/24-6/30/25
1425225155	Terranova Group, Inc. dba Chapel Hill Academy	\$73,080.00	9/3/24-6/30/25
2863669894	The Calais School	\$119,764.80	9/3/24-6/30/25

TUITION STUDENTS - 2023/2024

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

State ID	Sending District	Program	Total	Dates
6656550135	Emerson Public Schools	Grade 1	\$5,922.60	3/11/24-6/30/24

AND BE IT FURTHER RESOLVED, that this resolution amends Resolution XVI.B.8 approved on April 29, 2024.

STAFF DEVELOPMENT - RAFT

- *6. RESOLVED, that the Roxbury Township Board of Education approve up to nine one-hour Roxbury Academy for Teachers (RAFT) professional development sessions to be offered during after-school hours throughout the 2024-2025 school year, with each session to be instructed by up to one administrator and up to one certificated staff member from the REA, with those instructors who are RAA administrators to be compensated at \$40 per hour, and those instructors who are REA certificated staff members to be compensated at \$37 per hour.

ADOPTION OF TEXTBOOKS

- *7. RESOLVED, that the textbook listed below be adopted for the Roxbury Township School District.

	Course	School	Grades	Textbook Title	Author	Publisher	Copyright
	Human Geography	RHS	9-12	<i>The Cultural Landscape: An Introduction to Human Geography</i>	James M. Rubenstein	Savvas	2024

C. Policies (Resolutions 1-2)

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

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

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Policy 0141.2 Revised	Board Member Number and Term - Receiving District	P1
b	Policy 0164.6 Abolished	Remote Public Board Meetings During a Declared Emergency (M)	P2
c	Policy 2200 Revised	Curriculum Content (M)	P3
d	Policy & Regulation 3160 Revised	Physical Examination (M)	P4 & P5
e	Policy & Regulation 4160 Revised	Physical Examination (M)	P6 & P7
f	Policy 4435 New	Anticipated Disability	P8
g	Regulation 5200 Revised	Attendance (M)	P9
h	Policy 5337 Revised	Service Animals	P10
i	Policy 5350 Revised	Student Suicide Prevention (M)	P11
j	Policy 8420 Revised	Emergency and Crisis Situations (M)	P12

k	Policy & Regulation 8467 Revised	Firearms and Weapons (M)	P13 & P14
l	Policy 9181 Revised	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants	P15
(M) = Mandated by law or monitoring standards			

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

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 8561 Revised	Procurement Procedures for School Nutrition Programs	P16
(M) = Mandated by law or monitoring standards			

D. Personnel (Resolutions 1-20)

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.)

JOB DESCRIPTIONS

*1. RESOLVED, that the Roxbury Township Board of Education approve the revised job description for Secretary to the Director of Human Resources / Benefits Coordinator COS-10. (Exhibit JD1)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
1	Chapman, David	LRS	Special Education Paraprofessional	Resignation for personal reasons	9/18/24	
2	Decker, Sonia	JES	Special Education Paraprofessional	Resignation for personal reasons	6/30/24	
* 3	Iturralde, Kaytel	RHS	Special Education Teacher	Resignation for personal reasons	11/11/24	
4	Kocoski, Sanja	KES	School Nurse	Rescind resignation aprvd 8/19/24, XVI.D.1.3	--	
* 5	Monaghan, Christine	RCS	Program Assistant	Resignation for personal reasons	9/27/24	To accept tenure-track position in district.

* 6	Ramirez, Marisol	TR	Bus Driver	Resignation for personal reasons	6/30/24	Full-time employment ended 6/30/24.
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REASSIGNMENTS / TRANSFERS

3. RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2024/2025 school year as indicated:

	Name	Former Assignment & Loc.		New Assignment & Loc.		Effective Date	Discussion
1	Ask, Melissa	Special Education Paraprofessional	NES	Special Education Paraprofessional	LRS	8/26/24	
2	Dawson, Jodi	Special Education Paraprofessional	NES	Special Education Paraprofessional	FES	8/26/24	
* 3	Delgado, Cristian	Special Education Paraprofessional	EMS	Special Education Paraprofessional	RHS	8/26/24	
4	Farina, Nicole	Special Education Paraprofessional	LRS	Special Education Paraprofessional	JES	8/26/24	
* 5	Fichter, Heather	Special Education Paraprofessional	EMS	Special Education Paraprofessional	RHS	8/26/24	
6	Lopez, Alejandra	Special Education Paraprofessional	NES	Special Education Paraprofessional	JES	8/26/24	
7	Paitchel, Amy	Special Education Paraprofessional	LRS	Special Education Paraprofessional	NES	8/26/24	
8	Stone, Michele	Special Education Paraprofessional	NES	Special Education Paraprofessional	FES	8/26/24	
# 10-month employees shall start on the first day of the 2024-25 calendar for this bargaining unit / employee group.							

LEAVES OF ABSENCE

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

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
* 1	16176	9/16/24	Using avail sick days	FMLA, if needed	Upon release by physician	
2	17991	11/25/24 or sooner if nec	Using avail sick days	FMLA/NJFLA	4/1/25	
3	19641	3/4/24	Using all available sick days except 3, & all available personal days	FMLA/NJFLA	10/7/24 #	# Amendments to XVI.E.3.3 aprvd 12/11/23.
^ Leave becomes unpaid when sick/personal days are depleted or released by physician, whichever occurs first.						

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
* 1	Andresky, Laura	DIST	Permanent	N/A	\$285.00	9/25/24 ^	6/30/25	Tenure track replacement in

			Substitute Nurse (FTE 0.80)		per diem			position NRS.SUB.PERM.DS.01; not to exceed 4 days/wk.
* 2	Arentowicz, Scott	RHS	Special Education Paraprof	REA Paraprof Step G	\$23.75 hourly	9/17/24	6/30/25	ERI Program replacement in position AID.SPE.PT.NA.51; not to exceed 29.5 hrs/wk; and movement of position from KES to RHS.
* 3	Buckley, Alec	RHS	Special Education Paraprof	REA Paraprof Step A	\$19.50 hourly	9/17/24	6/30/25	ERI Program replacement in position AID.SPE.PT.NA.22; not to exceed 29.5 hrs/wk.
* 4	Havran, Ian	RHS	Social Studies Teacher	24/25 MA Step 2-3	\$62,880 prorated	11/18/24 or sooner pending release from current employer ^	6/30/25	Tenure-track replacement in TCH.RHS.SST.NA.06.
* 5	Krause, Effie	DIST	Supervisor of Mathematics; Business; and Family & Consumer Sciences, Gr. 7 - 12	N/A	\$110,000 prorated	11/18/24 or sooner pending release from current employer ^	6/30/25	Tenure-track replacement in SUP.DS.7-12.NA.01.
* 6	Monaghan, Christine	DIST	CST Secretary (10m)	REA Secty Grade III, Step 6	\$49,004 prorated	9/30/24	6/30/25	Tenure-track replacement in position SEC.SPS.CST.GR3.04.
* 7	Moreno, Jennifer	TR	Transportation Bus Aide	N/A	\$17.00 hourly	9/23/24 ^	6/30/25	Replacement in position AID.BUS.TRN.NA.07.
* 8	Perez, Linette	EMS, RHS	SLS	24/25 MA Step 12	\$75,427	7/30/24 # (+)	6/30/25	(+) Amendments to XV.D.4.6 aprvd 6/24/24. Tenure-track replacement in TCH.DS.SLS.NA.06.
9	Stefani, Christine	NES	Special Education Paraprof	REA Paraprof Step G	\$23.75 hourly	9/17/24 ^	6/30/25	AUT Program replacement in position AID.SPE.PT.NA.56; not to exceed 29.5 hrs/wk.
* 10	Swanson, Jeffrey	DIST	Interim Supervisor of Science; Engineering, Design, & Technology; & Visual Arts, Gr. 7 - 12	N/A	\$500.00 per diem	9/30/24	10/31/24	Non-tenure track replacement in position SUP.DS.7-12.NA.04.
11	Zeris, Lauren	LRS	Permanent Substitute Teacher (FTE 0.80)	N/A	\$160.00 per diem	9/17/24 ^	6/30/25	Tenure-track replacement in position TCH.SUB.PERM.LRS.01; not to exceed 4 days/week.
^ Date is pending completion of documentation in accordance with the law or district policy. # 10-month employees shall start on the first day of the 2024-25 calendar for this bargaining unit / employee group.								

- *6. RESOLVED, that the Roxbury Township Board of Education amend the title of the position Ms. Jennifer Dempsey was appointed to in Resolution XVI.D.5.6 on August 19, 2024 to be "Supervisor of Special Services".
- 7. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Prior BOE Aprvl</i>	<i>Discussion</i>
1	Cozin, Ben	EMS	Special Education Teacher (RC)	24/25 MA Step 16-17	\$82,341 prorated	9/23/24	6/30/25	8/19/24	Tenure-track replacement in TCH.SPE.RES.NA.19.
* 2	Fatula, Yulia	RHS	Special Education Teacher (VISTA)	24/25 MA Step 11	\$72,195 prorated	9/9/24	6/30/25	8/19/24	Tenure-track replacement in TCH.SPE.VIS.MD.01.

APPOINTMENTS - LEAVE REPLACEMENTS

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

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	DeRosa, Christina	FES	Leave-replacement Gr. 2 Teacher	\$300.00 per diem	8/30/24 #	10/4/24 #	#Amendments to XVI.D.6.4 aprvd 8/19/24. Replacement in position TCH.FRA.GR2.NA.01.
* 2	Jones, Cheryl	RHS	Leave-replacement Special Education Teacher	\$300.00 per diem	9/30/24 or sooner if nec ^	2/10/25	Replacement in position TCH.SPE.RES.NA.26; excludes 10/14/24 thru 10/18/24.

^ Start date is pending completion of documentation in accordance with the law or district policy.

APPOINTMENTS - SUBSTITUTES

- *9. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions on an as needed basis at the board approved substitute rate of pay:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	DeRosa, Christina	District	Substitute Teacher	10/7/24	6/30/25	
2	Gonzalez, Victoria	District	Substitute Teacher, Paraprofessional, and Secretary	9/17/24	6/30/25	
3	Jones, Cheryl	District	Substitute Teacher	9/17/24 ^	9/27/24	Permits for 2 transition days

						prior to, related to, & payable w/ Leave-repl assignment in BOE 9/16/24, XVI.D.9.2.
4	Jones, Cheryl	District	Substitute Teacher	2/11/25	6/30/25	
5	Kromidas, George	District	Substitute Teacher, Paraprofessional, and Secretary	9/17/24	6/30/25	
6	Riggs, Deana	District	Substitute Teacher, Paraprofessional, and Secretary	9/17/24	6/30/25	
7	Taylor, Christina	District	Substitute Teacher, Paraprofessional, and Secretary	9/17/24^	6/30/25	
^ Start date is pending completion of documentation in accordance with the law or district policy.						

APPOINTMENTS - SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

- *10. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions on an as needed basis at the board approved substitute rate of pay:

	Name	Position	Start Date	End Date	Discussion
1	Conway, John	Substitute Security Guard	9/17/24 ^	6/30/25	Not to exceed 29 hrs/wk
2	DeLuca, Pasqualino	Substitute Security Guard	9/17/24 ^	6/30/25	Not to exceed 29 hrs/wk
3	Direnzo, Joseph	Substitute Security Guard	9/17/24 ^	6/30/25	Not to exceed 29 hrs/wk
^ Start date is pending completion of documentation in accordance with the law or district policy.					

APPOINTMENTS - EXTRACURRICULAR

- *11. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year.

24/25 Coaching Appts										
	POS LOC	POSITION	ASSIGNMENT	SEASON	NAME	24/25 Base Stipend	# of Consec Yrs in the same Sport/Season thru 24/25 Season	24/25 Longevity Stipend	24/25 TOTAL Stipend	Discussion
1	RHS	Gymnastics	Assistant Coach	Fall, from 8/28/24 - 9/29/24 #	Duval, Mersaydez	33% of \$5,442 #	1	\$ -	\$ 1,850 #	# Amendments to XVI.D.16.1 aprvd 8/19/24.

12. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year.

Grouped by POSITION LOC

24/25 Club Appts						
	POS LOC	POSITION	ASSIGNMENT	NAME	24/25 TOTAL Stipend	Discussion

1	EMS	Yearbook	Advisor	Farina, Kimberly	\$2,588	Supersedes XVI.C.12,1, Exhibit HR 1.1, Row Nos. 38 & 39 aprvd 7/22/24.
* 2	RHS	Class Advisor - Gr. 11	Asst Advisor from 8/26/24 - 9/27/24; 2/11/25 - 6/19/25	Gluck, Caitlin	56% of \$1,218 = \$682	Supersedes XVI.C.12,1, Exhibit HR 1.1, Row No. 52 aprvd 7/22/24.

13. RESOLVED, that the Roxbury Township Board of Education approve the following identified district nurses as indicated on an as-needed and as-requested basis during the 2024/2025 school year to provide nursing services/coverage for Early Act and Rox Buddies meetings. Payment for nursing services/coverage will be made according to the rate indicated for services provided beyond the nurse's contractual hours.

	Name	Nurse's Loc	24/25 Hourly Rate	Start Date	End Date	Discussion
1	Andresky, Laura	DIST	\$40.71	9/25/24	6/18/25	Start date is pending completion of documentation in accordance with the law or district policy.
2	Kocoski, Sanja	KES	\$53.75	8/28/24	6/18/25 #	# Amendments to XVI.D.18.4 aprvd 8/19/24.

- *14. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2024/2025 school year:

24/25 Specialized Athletic Consultants								
	Name	Position	Sport	Season	Loc. of Sport	Payment	Start Date	Discussion
1	Gallahan, Sarah	Specialized Consultant	Soccer - Girls'	Fall	RHS	Volunteer-basis	9/17/24	Start date is pending completion of documentation in accordance with the law or district policy.
2	Monaghan, James	Specialized Consultant	Soccer - Girls'	Fall	RHS	Volunteer-basis	9/17/24	

SALARY ADJUSTMENTS - CERTIFICATED STAFF

15. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2024/2025 school year, with the understanding that these assignments are subject to change based on scheduling adjustments;

BE IT FURTHER RESOLVED, this resolution amends and supersedes Resolution XVI.D.15, Exhibit HR1, Row Nos. 13, 17, and 29 approved on August 19, 2024.

	Name	Loc	Program/ Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Addl. Salary not to exceed	Discussion
1	Gibson, Ryan	EMS	ICR Social Studies	1 block daily during Block 2	8/28/24 - 9/20/24	24/25 BA+30 Step 13-15	\$1,429	Filling TCH.SPE.RES.NA.19.
2	Maiello, Erin	EMS	ICR ELA	1 block daily during Block 1	8/28/24 - 9/20/24	24/25 MA Step 23	\$1,839	
3	Trautz,	EMS	ICR ELA	1 block daily	8/28/24 -	24/25 MA+30	\$1,510	

	Caryn			during Block 5	9/20/24	Step 13-15		
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CURRICULUM WRITING

16. RESOLVED, that the staff listed below be approved to write curriculum for the 2024/2025 school year as indicated at a salary of \$46 per hour per course;

BE IT FURTHER RESOLVED, this resolution amends and supersedes Resolution XVI.D.12, Exhibit HR10, Row No. 8 approved on May 13, 2024.

	Course	School/ Course Level	Grade Level	Course Duration (FY, Sem, Q)	New, Revision, or Rewrite	Propos ed hours	Teachers to be Board-approved to write	Discussion
1	Math	Elem	2	FY	Revision	10	Kelly Freund	Hours to be completed outside of KF's contractual hours from 9/17/24 thru 10/18/24.

COMMUNITY SCHOOL

- *17. RESOLVED, that the August 19, 2024 appointment (D.24.5) of staff member listed below be **rescinded** for the 2024/2025 Roxbury Community School Preschool Program:

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Larkin, Lana	K-4	Aide Sub Teacher	\$22.00 \$30.00	8/20/24 ^	6/30/25	Not to exceed 29.5 hrs/wk with various district positions

- *18. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School Programs. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Rate	Start Date	End Date	Discussion (Min Max Students)
1	Kulick, Lauren	RHS	Applied Music Program	\$28/per half hour	09/17/24	06/30/25	

19. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Burleigh, Deborah	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
2	Cumming, Kristen	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	
3	Derendal, Lyndsay	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
4	Fazio, Nicole	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	
5	Fichter, Heather	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	
6	Hilsinger, Amanda	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
7	Munk, Nicole	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	Not to exceed 29.5 hrs/wk with various district positions
8	O'Connor, Christine	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
9	Osterman, Georgia	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	
10	Press, Nancy	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	Not to exceed 29.5 hrs/wk with various district positions
11	Rex, Jean	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
12	Steinmetz, Alyssa	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
13	Urban, Tara	K-4	Certified	\$35/Hour	09/17/24	06/30/25	
14	West, Mary	K-4	Certified	\$35/Hour	09/17/24	06/30/25	Not to exceed 29.5 hrs/wk with various district positions
15	Wilks, Laura	K-4	Non-Certified	\$22/Hour	09/17/24	06/30/25	Not to exceed 29.5 hrs/wk with various district positions

20. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2024/2025 Roxbury Community School Preschool Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Cuda, Carolyn	K-4	Sub Aide Sub Teacher	\$22/Hour \$30/Hour	09/17/24	06/30/25	Not to exceed 29.5 hrs/wk
2	Spicka, Stacy	K-4	Lead Teacher Stipend	\$500/Flat Fee	08/26/24	12/20/24	

E. Executive Session Regular Meeting

September 16, 2024

- *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 October 14, 2024 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, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

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

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

XVIII. BOARD MEMBER COMMENTS

XIX. EXECUTIVE SESSION - (IF NECESSARY)

XX. PUBLIC SESSION – (IF NECESSARY)

XXI. ADJOURNMENT

SERIAL #'S FOR ZONAR						
SERIAL #		SERIAL #		SERIAL #		SERIAL #
15282002		15272278		15272284		15272229
15273153		15272736		15271651		15272315
15277745		15272284		15272815		15272227
15271875		15271651		15277767		15273038
15272193		15272815		15281789		15272783
15273085		15277767		15272726		15273222
15273022		15281789		15801095		15273361
15014126		15272726		15272878		15271945
15272312		15801095		15272261		15272192
15273328		15272878		15802305		15278532
15801767		15272261		15802729		15272812
15800251		15802305		15802446		15254671
15282006		15802729		15282055		15281726
15272617		15802446		15272304		
15802466		15282055		15272242		
15273359		15272304		15009124		
15802798		15272242		15272316		
15281697		15009124		15272257		
15802740		15272316		15271817		
15272187		15272257		15272243		
15805736		15271817		15001163		
15281788		15272243		15272235		
15281393		15001163		15272673		
15273039		15272235		15801455		
15273176		15272673		15273272		
15802898		15801455		15272301		
15802727		15273272		15288919		
15272269		15272301		15102189		
15272259		15272278		15013432		
15272308		15272736		15272655		

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD MEMBER NUMBER AND TERM - RECIEVING DISTRICT

0141.2 BOARD MEMBER NUMBER AND TERM - RECIEVING DISTRICT

The Board of Education shall consist of ten members.

The term of a Board member shall be three years, except that vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member shall serve until the next annual election unless the Board, except that, 2. The term of a member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the an annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be. after his/her appointment, except for Board members of a sending district;

The Board of Education shall have representation from the Mount Arlington Board of Education in accordance with N.J.S.A. 18A:38-8.2.

3. Representation on the receiving district Board shall be in accordance with N.J.S.A. 18A:38-8.2. In accordance with N.J.S.A. 18A:38-8.2.a.(1) the sending district shall have no representation on the receiving district Board of Education if the students of a sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have no representation on the receiving district Board of Education. If the students of a sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

If the total number of students of two or more sending districts, which do not qualify for representation in accordance with N.J.S.A. 18A:38-8.2.a.(2), comprise at least fifteen percent of the total enrollment of the students in the grades of the receiving district in which the students of sending districts will be enrolled, the sending district shall have collectively two representatives on the receiving



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD MEMBER **NUMBER** AND TERM - RECEIVING DISTRICT

district Board of Education in accordance with N.J.S.A. 18A:38-8.2.b. The annual designation of the representatives, in the event more than two districts collectively qualify **under N.J.S.A. 18A:38-8.2.b.**, shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards ~~in accordance with N.J.S.A. 18A:38-8.2.b.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2.a. and b., the number of representatives designated by the sending districts to be additional members shall not exceed three additional members on a receiving Board with originally nine or more members, two additional members on a receiving Board with originally seven or eight members, and one additional member on a receiving Board with originally less than seven members. In the event that this restriction results in unequal representation of sending districts, the annual designation of the representative or representatives shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards in accordance with N.J.S.A. 18A:38-8.2.c. on the receiving district Board of Education shall be limited in accordance with the provisions of N.J.S.A. 18A:38-8.2.c.

~~The Mount Arlington Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the County Superintendent of the appropriate representation on the receiving Board of Education. This designation shall be made by the sending Board of Education at its meeting closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education.~~

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2 or any other law or regulation to the contrary, a school district which is located in a county of the sixth class according to the latest Federal decennial census, which has an October 1998 resident enrollment greater than 2,400 students but less than 2,600 students, and which sends its students in grades nine through twelve to a school district in the same county pursuant to N.J.S.A. 18A:38-8 shall have representation on the Board of Education of the receiving district in accordance with the provisions of N.J.S.A. 18A:38-8.4.

The sending district Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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BOARD MEMBER **NUMBER** AND TERM - RECEIVING DISTRICT

notification from the Executive County Superintendent of the appropriate representation on the receiving Board of Education. A representative of a sending district Board of Education shall be designated at the meeting of the Board which is closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one-year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education. If the sending district position on the receiving Board becomes vacant, the sending Board shall designate a new representative to serve on the receiving Board for the remainder of the term.

The calculation of percentages required shall be based on the number of students reported as of the last school day prior to October 16 of each prebudget year pursuant to N.J.S.A. 18A:38-8.2.e and N.J.S.A. 18A:38-8.4.b.

4. The Mount Arlington representative(s) shall be eligible to vote on the following matters before the Roxbury Township Board of Education in accordance with N.J.S.A. 18A:38-8.1:

- a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;
- b. New capital construction to be utilized by sending district students;
- c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;
- d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;
- e. Any matter directly involving the sending district students or programs and services utilized by those students;
- f. Approval of the annual receiving district budget;
- g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;



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ROXBURY TOWNSHIP
BOARD OF EDUCATION

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BOARD MEMBER NUMBER AND TERM - RECIEVING DISTRICT

- h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and
- i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.

5.—While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8;
18A:38-8.1; 18A:38-8.2; 18A:38-8.3; 18A:38-8.4
N.J.S.A. 18A:13-8 et seq.
N.J.A.C. 6A:23A-2.1 et seq.

Adopted: 14 October 2013
Revised: 15 April 2019
Revised 16 September 2024



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

0164.6 REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

M

~~A. Purpose N.J.A.C. 5:39-1.1~~

- ~~1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.~~
- ~~2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.~~

~~B. Definitions N.J.A.C. 5:39-1.2~~

~~For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:~~

~~"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.~~

~~"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.~~

~~"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.~~



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~~"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.~~

~~"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.~~

~~"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.~~

~~"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.~~

~~"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.~~

~~"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.~~

~~"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.~~

~~"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.~~



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~~C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business—N.J.A.C. 5:39-1.3~~

~~1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.~~

~~2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.~~

~~a. As set forth at N.J.A.C. 5:39-1.4(e), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.~~

~~3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.~~

~~D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency—N.J.A.C. 5:39-1.4~~

~~1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.~~

~~a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer~~



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~~than fifty public participants (beyond those persons required to conduct business at the meeting).~~

- ~~2. Remote public meetings may be held by means including, but not limited to, audio only teleconferencing, electronic communications platforms with video and audio, and Internet accessible technology, such as live-streaming.~~
 - ~~a. If an electronic communications platform or Internet accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial in by telephone to listen and provide public comment as otherwise required by law.~~
 - ~~b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.~~
- ~~3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.~~
 - ~~a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.~~
 - ~~b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.~~
- ~~4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.~~
 - ~~a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.~~
- ~~5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.~~



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- a. ~~If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.~~
- b. ~~If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.~~
6. ~~The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.~~
 - a. ~~In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Business Administrator/Board Secretary by electronic mail and in written letter form by a reasonable deadline.~~
 - b. ~~The Board shall not accept text based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.~~
 - c. ~~The Board shall impose a reasonable time limit, where permitted by law, of three minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.~~



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- ~~7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.~~
- ~~a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.~~
 - ~~b. A telephonic audio conference call line must have a queuing or similar function for regulating public comment.~~
- ~~8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.~~
- ~~a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.~~
 - ~~b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.~~
 - ~~c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:~~
 - ~~(1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;~~
 - ~~(2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that~~



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

~~continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.~~

~~(a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.~~

~~(3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.~~

~~(a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.~~

~~9. Electronic communications platforms and Internet accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.~~

~~a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.~~

~~E. Notice of Remote Public Meetings; Statement in Minutes N.J.A.C. 5:39-1.5~~

~~1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.~~



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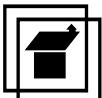
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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

- ~~2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.~~
 - ~~a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.~~
 - ~~(1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.~~
 - ~~(2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.~~
- ~~3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:~~
 - ~~a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or~~
 - ~~b. Requiring decision during the remote public meeting due to imminent time constraints.~~
- ~~4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.~~
- ~~5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for~~



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~~accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.~~

a. ~~In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.~~

b. ~~If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.~~

e. ~~Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.~~

(1) ~~Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.~~

6. ~~If a previously scheduled Board meeting was to allow public attendance without a public health related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.~~

7. ~~At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:~~

a. ~~Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;~~

b. ~~Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:~~



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- ~~(1) — Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or~~
- ~~(2) — Requiring decision during the remote public meeting due to imminent time constraints; or~~
- ~~e. — That adequate notice and electronic notice was not provided, in which case such announcement shall state:—~~
 - ~~(1) — The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;—~~
 - ~~(2) — That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;—~~
 - ~~(3) — The time, place, and manner in which notice of the meeting was provided; and—~~
 - ~~(4) — Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.—~~
- ~~8. — Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.—~~



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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

- a. ~~The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.~~

F. ~~Executive or Closed Session During Remote Public Meetings~~

1. ~~A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.~~
 - a. ~~A separate non-public conference line or e-platform session may be employed for this purpose.~~
2. ~~The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.~~
3. ~~If a closed session is held through a telephonic conference call a separate call in line should be made available to ensure confidentiality.~~
4. ~~For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".~~
5. ~~As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.~~

~~N.J.A.C. 5:39-1.1 et seq.~~

~~Adopted: 26 April 2021~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Program
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CURRICULUM CONTENT (M)

2200 CURRICULUM CONTENT (M)

M

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

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

The curriculum will be reviewed by the Superintendent and approved annually by the Board ~~In accordance with law, the curriculum~~ and shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, ~~and N.J.A.C. 6 and 6A – Education,~~ and all of the New Jersey Student Learning Standards ~~and Cumulative Progress Indicators~~ and the courses required by Policy 5460 – High School Graduation and N.J.A.C. 6A:8-5 for high school graduation.

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

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

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

- ~~1. Preparation of all students for employment or post secondary study upon graduation from high school;~~
- ~~2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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CURRICULUM CONTENT (M)

- literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
-
3. — ~~Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
-
4. — ~~Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
-
5. — ~~A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
-
6. — ~~Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~
-
7. — ~~Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
-
8. — ~~Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
-
9. — ~~Career awareness and exploration as required, and vocational education as appropriate;~~
-
10. — ~~Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
-
11. — ~~Instruction in accident and fire prevention;~~
-
12. — ~~A substance abuse prevention program;~~
-
13. — ~~A program for family life education; and~~
-
14. — ~~Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher~~



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ROXBURY TOWNSHIP
BOARD OF EDUCATION

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CURRICULUM CONTENT (M)

~~education in the development of educational programs aligned with
the standards.~~

~~N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Student Learning Standards~~

Adopted: 14 October 2013
Revised: 15 August 2016
Revised: 22 May 2017
Revised: 16 September 2024



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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PHYSICAL EXAMINATION (M)

3160 PHYSICAL EXAMINATION (M)

M

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

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

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

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

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

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



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Teaching Staff Members
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PHYSICAL EXAMINATION (M)

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

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

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

42 U.S.C.A. 12101

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

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

Adopted: 14 October 2013

Revised: 08 May 2017

Revised: 16 September 2024



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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PHYSICAL EXAMINATION (M)

R 3160 PHYSICAL EXAMINATION

M

A. Definitions

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

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

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



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

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

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

C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students

a. Tuberculosis testing is not required:

- (1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or



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~~(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

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

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

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

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

D. Health Records

1. All health records of candidates for employment who have received a conditional offer of employment and of current



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employees, including computerized records, shall be secured, stored and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).

2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).
3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in B.5.above.

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

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

F. Review of Examinations and Assessments

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

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

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;



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

Adopted: 14 October 2013

Revised: 08 May 2017

Revised: 16 September 2024



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

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

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

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

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

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~



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

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

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

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

Adopted: 14 October 2013
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A. Definitions

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

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

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



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- (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
- (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening.

C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

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

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

- b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these~~



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~~instances, a symptom assessment must be done (TB 8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

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

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

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

D. Health Records

1. All **H** health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**

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

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

F. Review of Examinations and Assessments

1. The results of **a** ~~the~~ physical examination **or testing** of a candidate for employment who has received a conditional offer of employment will be reviewed by the **Superintendent and the** school physician **and/or Medical Review Officer**, ~~who, in consultation with the Superintendent, will to~~ determine **a** ~~the~~ candidate's physical and mental fitness to function with



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reasonable accommodation in the position for which **the candidate** ~~he/she~~ has made application. That determination will be made a part of the candidate's application.

- G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment
1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
 - b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
 - c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 14 October 2013

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ANTICIPATED DISABILITY

4435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)
29 C.F.R. 1604-1 et seq.
N.J.S.A. 10:5-12(a)
N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 16 September 2024



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R 5200 ATTENDANCE

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A. Definitions

A. Attendance Recording

1. School Register (N.J.A.C. 6A:32-8.1)
 - a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
 - b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
 - c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
 - d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on



home instruction shall be the same as for other students in the program in which the student is enrolled.

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

2. Day in Session (N.J.A.C. 6A:32-8.3)

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

3. Student Attendance (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and



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the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;



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- (5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; ~~and-~~
 - (7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.
 - (a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.
 - (b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered



as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

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

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

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

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

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

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

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

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



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1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
 - b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16 for the reasons listed below:

The student’s illness supported by notification to the school by the student’s parent. (Documentation from the treating physician is required for the absence to be excused.)

The student’s required attendance in court;

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

The student’s suspension from school;

Family illness or death supported by notification to the school by the student’s parent;



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College visit(s), up to three (3) days per school year for students in grades eleven and twelve;

Interviews with an admissions officer of an institution of higher education;

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day (supported by documentation from the treating medical professional);

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

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

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

Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a NJDOE New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused;



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3. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 - Tardiness.

C. Notice to School of a Student’s Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b and A.3.e(7)(b) above.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.
5. The parent or adult student is requested to furnish the Attendance/Main Office with a Physician’s note supporting an excused absence within five (5) days upon returning to school. In a situation where extenuating circumstances exist, they should be communicated directly to the Principal.
6. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of three (3) or more consecutive school days ~~any length of time~~ may be required to ~~must~~ provide a



written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of three (3) ~~consecutive~~ school days duration. The parent or student must request such home assignments, when otherwise not available electronically.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 - Home Instruction Due to Health Condition. The parent must request home instruction.



F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A K-8 student may be retained at grade level, in accordance with Policy 5410 – **Promotion and Retention**, when a student has been absent fifteen (15) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.
3. High School - In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent. Regular attendance and participation in classes are a vital and integral part of the learning process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully. In addition, chronic absences reinforce a habit that will handicap the individual in future education or employment. A student must be in attendance over ninety percent of the school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.
 - a. Students who accrue more than eight absences in a full year course*, six absences in a three marking period course (physical education), four absences in a semester course, or two in a one marking period course (health) will receive no credit for the course because of excessive absenteeism.



For full year courses that meet DAILY (both A and B days), loss of credit will occur on the 17th unexcused absence, with parent notification.

This is not a permissive regulation establishing or licensing a limit of days which may be missed. Rather, it assumes absences will only occur due to personal illness or circumstances listed below. Parents are asked to contact the school by 9:00 a.m. on any day their child is absent, and to submit a written statement on the first day a student returns to school after an absence.

- b. Family vacations or job interviews will be recorded as unexcused absences.
- c. Students who report late to class (less than fifteen minutes) without an appropriate pass will accrue one-half of a student absence in that class period.
- d. Students absent from class for fifteen minutes or more without an appropriate pass will be recorded as absent. Thus, lateness and/or absence from class will contribute toward loss of credit in a class.
- e. Any absence from class will count toward loss of credit in that class with the exception of absences due to:
 1. Death in the immediate family.
 2. Observation of an approved religious holiday.
 3. Suspension from school.
 4. Subpoena-court ordered appearance.
 5. Drivers Test – An appropriate absence note must be brought by the student upon their return to school. Failure to bring in a note within five school days will result in the absence not being excused.
 6. Verifiable absences for illness, as legitimized by a physician's note, will be accepted as excused absences.



No physician's note will be accepted after a 10-day period from the date of the absence.

7. Other absences authorized by the administration with prior approval.
8. Authorized school activities, such as field trips, State or school testing, regularly scheduled student council or peer counselor meetings, athletic contests, band lessons, and class meetings will not be counted as cumulative absences.

Teachers should contact the activity advisor if a student's absences from class are hindering the student's academic progress. If a student is performing below average in a course, the teacher and the advisor will determine the advisability of the student missing class to participate in an activity. If a student is failing a course that is required for graduation it is recommended that the student not be excused from class to attend an activity until he/she maintains a passing average. The Child Study Team should be involved in recommending the appropriate course of action for classified students.

In order for a student to participate in an athletic event or social activity such as a prom, the student must be in attendance a minimum of four hours on the day of that event.

A secondary student who has been dropped from a course of study may be assigned to an alternate program.

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

Students may only be absent from school for legitimate and authorized reasons. Students who are determined by the administration to be absent from school for unauthorized reasons will be considered as truant from school and will be dealt with according to the attendance policy and discipline code. Truancy is a violation of Title 18A: 38-27 which requires that a student who is repeatedly absent from school



without authorization be subject to school district policies and, if necessary, be deemed to be a juvenile delinquent. The Roxbury Township District applies the definition of truancy to any student absence for unauthorized reason whether the absence is a prolonged one or is an isolated incident.

1. Grades 1 – 4

- a. At five (5) cumulative unexcused absences, parents will be notified in writing. After the fifth unexcused absence, parents will receive a copy of the Board of Education policy.
- b. For up to ten (10) cumulative unexcused absences, parents will be notified in writing and an Intervention and Referral Services (I&RS) meeting will be held to create an action plan to help improve attendance. Follow up meeting(s) will be scheduled to assess effectiveness of interventions, as necessary.
- c. At fifteen (15) cumulative unexcused absences, parents will be notified in writing of the district's intention to refer the matter to the Township of Roxbury Municipal Court for truancy pursuant to N.J.S.A.18A: 38-27 and/or to the New Jersey Department of Children and Families for possible educational neglect.
- d. Refer to Policy 5410 for retention guidelines.

2. Grades 5 – 12

For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
 3. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



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- (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.5. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
4. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.5. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
5. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with



N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

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

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

H. High School Response To Unexcused Absences for Individual Classes During the School Year That Count Toward Truancy

The Board of Education recognizes that it is important for parents be notified periodically of their child's attendance so that appropriate measures may be taken.

Some examples of unauthorized reasons for student absence include, but are not limited to the following:

"Cut Days" or days following a prom weekend.

Notification will be as follows:

1. Full-Year Course



- a. After the fourth unexcused absence, the parent will be notified via email or letter of their child's attendance status.
- b. After the seventh unexcused absence, the parent will be notified via email or letter a second time. The student's counselor and an administrator will meet with the student and contact the parent to offer the opportunity to meet.
- c. Upon the ninth unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
- d. For full year courses that meet DAILY (both A and B days), on the eighth unexcused absence and again on the thirteenth unexcused absence, the parent will be notified via email of the student's attendance status. Upon the seventeenth unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

2. Three Marking Period Course

- a. After the third unexcused absence, the parent will be notified via email or letter of their child's attendance status.
- b. After the fifth unexcused absence, the parent will be notified via email or letter a second time. The student's counselor and an administrator will meet with the student and contact the parent to offer the opportunity to meet.
- c. Upon the seventh unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

3. One Semester Course

- a. After the second unexcused absence, the parent will be notified via email or letter of their child's attendance status. The student's counselor and an administrator will meet



with the student and contact the parent to offer the opportunity to meet.

- b. Upon the fifth unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

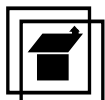
4. One Marking Period Course

- a. After the first unexcused absence, the parent will be notified via email or letter of their child's attendance status, and an administrator will meet with the student and contact the parent to offer the opportunity to meet.
- b. Upon the third unexcused absence, the parent will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

5. Student Responsibilities Prior to Administratively Approved Absence

- a. A student must see the teacher of any class that he/she will miss because of an administratively excused absence.
- b. The day following the absence the student is expected to report to class to fulfill class requirements, e.g., homework, tests.
- c. Failure of a student to meet these obligations will not absolve him/her of the responsibilities.

Students must maintain average to above average performance in a class to participate in co-curricular events held during the school day. Participation is dependent upon good school/class attendance. Excessive absences may cause forfeiture of the right to participate in co-curricular events. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negatively on class performance.



6. Procedure for Dealing with Class Cuts

An attendance list will be issued to teachers daily. Teachers will check the attendance list for students who were not in class and are not listed as absent on the attendance sheet, and students who were present but listed as absent. Teachers should check the attendance list for students who were tardy, in in-school or out-of-school suspension, and on field trips.

Students whose whereabouts cannot be verified should be asked the following day to verify their absence from class. If the student cannot prove by authorized pass (e.g., nurse, guidance, main office, etc.) that he/she was absent for a legitimate reason, the teacher should submit a Discipline Report to the Assistant Principal for Attendance.

I. Discipline

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

J. Recording Attendance

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

K. Appeal



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



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- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of ~~Education~~, and the Commissioner of ~~Education~~ in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

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

Adopted: 8 September 2015

Revised: 15 August 2016

Revised: 18 September 2017

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Revised: 13 February 2023

Revised: 16 September 2024



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SERVICE ANIMALS

5337 SERVICE ANIMALS

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

A. Definitions

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

B. Generally **Rules**

1. The district shall permit the use of a service animal by an individual with a disability unless:



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



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- 76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with** ~~-(28 CFR §35.136(f).)-~~
- 87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
- 98. **A school official may require:** ~~Service animals must be licensed and registered in accordance with State and local laws.~~
 - a. **Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and**
 - b. **Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.**

C. Delegation of Responsibility

- 1. **The school shall not be responsible or liable for the care or supervision of the service animal.** ~~The district is not responsible for the care or supervision of a service animal. (28 CFR §35.136(e))~~
 - a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
 - b. **The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.** ~~The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.~~
- 2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by **their** ~~his or her~~ service animal **in accordance with** ~~-(28 CFR §35.136(h).)-~~
- 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.



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D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate accommodations:
 - (1) For students who are allergic to the service animal; and/or
 - (2) For students who have fears regarding the service animal.
 - c. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal;
 - (4) Do not hesitate to ask the handler if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.
2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

E. Miniature Horses



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SERVICE ANIMALS

1. Miniature horses, although not included in the Act under the definition of “service animal,” may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** (28 CFR §35.136(i).)
2. Ponies and full size horses are not considered miniature horses.
3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:
 - a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse’s presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

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

28 CFR §35.136

28 CFR §36.104

Adopted: 18 September 2017

Revised: 6 May 2019

Revised: 16 September 2024



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STUDENT SUICIDE PREVENTION (M)

5350 STUDENT SUICIDE PREVENTION (M)

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

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

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Crisis Response Team (including, but not limited to, school counselors, student assistance counselors, and school psychologists) appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

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

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



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

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

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

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

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy



paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

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

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

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

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

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112



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STUDENT SUICIDE PREVENTION (M)

N.J.S.A. 30:9A-23 ; 30:9A-24
N.J.A.C. 6A:9C-3 et seq.; 6A:14-1.1

Adopted: 14 October 2013
Revised: 15 August 2016
Revised: 21 November 2016
Revised: 23 July 2018
Revised: 16 September 2024



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EMERGENCY AND CRISIS SITUATIONS (M)

8420 EMERGENCY AND CRISIS SITUATIONS (M)

M

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

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

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

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.



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

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

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

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

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully



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participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

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

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



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

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

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

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a courtesy notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school



security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7a.c.

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

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

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

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

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

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

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

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

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

Adopted: 14 October 2013

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FIREARMS AND WEAPONS (M)

8467 FIREARMS AND WEAPONS (M)

M

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

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

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

~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal.~~ The Principal **or designee** shall conduct an appropriate search in accordance with Policy No. 5770 - **Student Right of Privacy** and **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible,~~ **may** summon the aid of law enforcement **officials** ~~officers~~ in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at



FIREARMS AND WEAPONS (M)

serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

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

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

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

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



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The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

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

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

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

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

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

N.J.S.A. 2C:12-1(a)1; 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15
N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5



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

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

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

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 14 October 2013

Revised: 16 September 2024



REGULATION

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FIREARMS AND WEAPONS (M)

R 8467 **FIREARMS AND WEAPONS (M)**

M

A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” ~~includes:~~ means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
21. **“Firearm” means items enumerated in** ~~Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC § U.S.C. 921.~~
3. **“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.**

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

1. **Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon,**



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

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

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

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
 - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.



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2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).
 - a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
 - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
 - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
 3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
 - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
 - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
 4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.
2. ~~Components that can be readily assembled into a weapon.~~



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3. ~~Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.~~
4. ~~Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.~~
5. ~~Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.~~
6. ~~Ballistic knives, which means any device capable of lethal use that can propel a knife blade.~~
7. ~~Billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.~~
8. ~~Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.~~
9. ~~Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.~~
10. ~~Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.~~

~~B. Confiscation~~

1. ~~A school employee who confiscates any weapon shall immediately notify the school Principal.~~
2. ~~The Principal shall immediately notify the Chief of Police of the Roxbury Township Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.~~



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3. ~~The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.~~
 - a. ~~The Principal shall place the weapon in a box or container.~~
 - b. ~~The Principal shall record or cause to be recorded on the container or on a document attached to the container;~~
 - (1) ~~A description of the weapon;~~
 - (2) ~~The name and signature of the person who confiscated the weapon;~~
 - (3) ~~The date, time, and place the weapon was confiscated;~~
 - (4) ~~The circumstances under which the weapon was confiscated; and~~
 - (5) ~~The name of the student or staff member believed to be in possession of the weapon when it was confiscated.~~
 - c. ~~The container will be placed in a secure location under lock and key and under the Principal's direct control.~~
 - d. ~~In the event any person other than the Principal is permitted access to the weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the weapon will be permitted only in the presence of the Principal.~~
 - e. ~~The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his/her receipt of the substance or item.~~
4. ~~The Principal shall provide to the law enforcement officer who takes custody of the weapon:~~
 - a. ~~All information concerning the manner in which it was confiscated;~~



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

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

~~C. Evacuation~~

~~1. The Principal shall, in accordance with Regulation No. 8420, direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:~~

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

~~b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or~~

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

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

~~3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.~~

~~D. Removal of Students from Educational Program~~

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



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2. ~~A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~
3. ~~Removal of a student for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.~~
4. ~~The Building Principal will immediately notify the student's parent(s) or legal guardian(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.~~

Issued Adopted: 14 October 2013
Revised: 16 September 2024



POLICY

~~Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants Paraprofessional Aide – Athletic Volunteer~~

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS ~~PARAPROFESSIONAL AIDE – ATHLETIC VOLUNTEER~~

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

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

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

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

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

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

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



Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

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



Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

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

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

All school volunteer athletic coaches and co-curricular activity advisors/assistants must possess a New Jersey substitute teacher credential.

N.J.S.A. 18A:6-7.1; 18A:6-7.

~~The Roxbury Township School District recognizes that there may be a number of individuals, both in the community and district employees, who may wish to assist in our athletic programs on a volunteer basis. The district recognizes that our athletic programs, coaching staff, and our student athletes can benefit from the assistance and contributions these volunteers can offer. Accordingly, it is the policy of the district to welcome them to our athletic program, subject to the following guidelines.~~

~~While the Board retains the prerogative to fill or refrain from filling any co-curricular coaching or assistant coaching position as it deems appropriate, it is not intended that volunteers will be utilized as substitutes for coaches or assistant coaches. It is further intended that the Board will determine coaching staff levels in each sport without regard to potential volunteer assistance.~~

~~An individual may be nominated to serve as a volunteer at the request of the head coach of the particular team and upon the recommendation of the Athletic Director. All volunteers must be approved by the Board of Education as recommended by the Superintendent or his/her designee.~~

~~Volunteers shall provide such assistance to the athletic program or an athletic team as may be requested by the head coach of that particular team, and shall at all times be subject to the direction of the head coach.~~

~~Although volunteers are permitted to assist in the district athletic programs, volunteers shall not be permitted to act as head or assistant coaches; to promulgate rules; to directly supervise student athletes; or to discipline student athletes.~~



Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

~~Any individual desiring to serve as a volunteer in any athletic program shall be required, before commencing service, to sign a certification attesting that he/she is not party to any agreement or understanding pursuant to which the individual is to receive any compensation from any other individual, group or organization for service as a volunteer in the athletic program. This is not designed to prohibit the Board or any other entity from reimbursing the athletic volunteer for his/her reasonable related expenses. The athletic volunteer is not to receive any compensation from any other individual, group or organization for their service as a volunteer in the athletic program.~~

~~Athletic volunteers must undergo appropriate criminal history background checks that includes fingerprinting which will be reimbursed to the volunteer from the Board.~~

~~The participation of a volunteer may be terminated at any time at the sole discretion of the Superintendent or his/her designee.~~

~~All athletic volunteers shall establish a schedule with the activity's head coach. A record of the volunteer's attendance shall be maintained and submitted to the Athletic Director.~~

~~Additional criteria and/or limitations for volunteers in the athletic program may be established by the Superintendent or his/her designee subject to Board approval.~~

~~The Paraprofessional Aide – Athletic Volunteer will always function under the direct supervision of the head/assistant coach. Under no circumstances will the aide be left alone with students at any time.~~

~~All athletic volunteers are subject to the same requirements that are set forth in Policy No. 9180, School Volunteers.~~

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

~~CERTIFICATION FOR PARAPROFESSIONAL AIDE – ATHLETIC VOLUNTEER~~

~~I wish to serve as a volunteer to assist in the Roxbury Township School District Athletic Program. During the course of my service as a volunteer, I agree to be bound by and comply with Board of Education Policy 9180, a copy of which has been provided to me, and any amendments to that policy.~~



POLICY

Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants ~~Paraprofessional Aide~~
~~Athletic Volunteer~~

~~I am not a party to any agreement or understanding pursuant to which I am to receive any compensation from any other individual, group or organization for my service as a volunteer in the athletic program.~~

~~-~~

~~As an Athletic Volunteer, I will always function under the direct supervision of the head/assistant coach. I understand that I shall not be left alone with students at any time.~~

~~-~~

~~I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.~~

~~-~~

Signature

Date

Adopted: 14 October 2013

Revised: 16 September 2024



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
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PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - accessible on the State of New Jersey Department of Agriculture webpage. Formal procurement procedures will be used as required



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.

2. The following procedures will be used for all purchases:

Product/Services	FSMC Contract
Estimated Dollar Amount	Over \$150,000
Procurement Method	RFP
Evaluation	Price and other factors
Contract Award Type	Cost Reimbursable
Contract Duration/Frequency	July 1 – June 30 One (1) year with renewals up to five (5) years

B. Micro-Purchases:

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67 will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- centralized system;
- State contract

4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Section Chart - State Agency Form #358. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals;
and



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- e. The address of the location where complete specifications and bid forms may be obtained.³ In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period for the base year and renewals as permitted;
 - b. The Board of Education is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;
 - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
 - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
 - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
 - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- j. Contract provisions as required in Appendix II to 2 CFR 200;
 - (1) Termination for cause and convenience – contracts in excess of \$10,000;
 - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
 - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
 - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
 - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
 - (6) Clean Air Act – contracts in excess of \$150,000;
 - (7) Debarment and Suspension – all Federal awarded contracts;
 - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
 - (9) Contracts must address administrative, contractual , or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;



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- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
 - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
 - w. Signed statement of non-collusion;
 - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017 including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested;
 - aa. The Board of Education's Electronic Signature Policy
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders within five (5) days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
 - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
 - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
 - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance,



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written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart - State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.



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6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
 7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
 8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
 9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.
- E. Noncompetitive Proposal Procedures
- If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:
1. Written specifications will be prepared and provided to the vendor.
 2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
 3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
 4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

5. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.
6. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the Business Administrator/Board Secretary.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

- H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)
1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
 2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
 - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
 - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
 - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
 - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or



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services does not create a material change, resulting in the needs to re-bid the contract;

- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;
 - d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;
 - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
 - g. The basis for award cost or price;



PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

- h. The terms and conditions of the contract;
 - i. Any changes to the contract and negotiation history;
 - j. Billing and payment records;
 - k. A history of any contractor claims;
 - l. A history of any contractor breaches; and
 - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.
- J. Code of Conduct for Procurement
- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
 - 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



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4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
 5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- K. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
 2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
 3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law
New Jersey Department of Agriculture
“Procurement Procedures for School Food
Authorities” Model Policy – September 2018

Adopted: 17 September 2018
Revised: 15 April 2019
Revised: 14 December 2020
Revised: 20 September 2021
Revised: TBD



ROXBURY TOWNSHIP PUBLIC SCHOOLS

Succasunna, New Jersey 07876

EXHIBIT JD1

Central Office Support

Title: Secretary to the Director of Human Resources / Benefits Coordinator

COS-10

Qualifications:

1. High School diploma or equivalent training.
2. Minimum experience as determined by the board.
3. Proven experience working with Microsoft Office Suite applications.
4. Working knowledge of Systems3000, Genesis or other personnel and student information systems.
5. Demonstrate excellent communication skills.
6. Required criminal history check and proof of U.S. citizenship or resident alien status.

Reports to: Director of Human Resources

Supervises: Non-Supervisory

Job Goal: To perform all tasks of Director of Human Resources including confidential matters.

Performance Responsibilities:

I. Performance Responsibilities of HR Secretary:

A. Personnel (Support and Substitute Staff):

1. Establishes and maintains support staff personnel records.
2. Initiates computer records in Systems 3000 for new support-staff personnel.
3. Maintains an up-to-date file of applicants through online application program.
4. Prepares reappointment lists for all support staff personnel along with contracts on an annual basis.
5. Maintains evaluation schedule for support staff.
6. Processes verification of previous criminal history review, where necessary.
7. Processes fingerprints for new support staff employees and renewals for bus drivers.
8. Processes purchase orders for fingerprinting reimbursement, employee physicals, etc.
9. Maintains up-to-date bulletin boards for job openings in Board Office.

B. Agenda

1. Prepares and processes support staff resolutions for Board agenda in a timely manner.

C. Attendance

1. Responsible for maintenance of staff attendance records and statistics district-wide thru personnel and attendance programs.
2. Organizational user for attendance program to monitor attendance district-wide.
3. Inputs and updates personnel records accordingly in attendance program.
4. Initiates computer records for new personnel.
5. Interpretation of all of all contracts to determine number of sick, personal, and/or vacation days for all employees, district wide, based on contract language.

D. Systems 3000

1. Performs yearly Personnel rollover of Systems 3000.

II. **Performance Responsibilities of Benefits Coordinator:**

A. Maintains records required by policy, regulation, or law:

1. Updates database of each employee's benefits coverage, dependents and rates.
2. Authenticates documentation and completes Employment Eligibility Verification Form 1-9.
3. Creates and maintains personnel files of Employee Benefits.
4. Responds to IRS Medicare Data Match Questionnaire as needed.
5. Supplies benefits information to Social Security for Medicare enrollment as requested.
6. Provides annual Medicare Part D notification to employees.

B. Implements all district health benefit programs:

1. Determines eligibility for enrollment in medical, dental, vision, HSA, and flexible spending account plans in accordance with contractually negotiated agreements or as required by law.
2. Updates an online resource of health benefit information for employees.
3. Processes enrollment, cancellation and change requests through online maintenance portals.
4. Coordinates retiree benefits billing and distribution of COBRA materials.
5. Reviews dependent eligibility status and recommends options for coverage continuation.
6. Verifies monthly enrollment totals for payment of premium billing notices.
7. Prepares and distributes Open Enrollment and New Employee benefit option materials.
8. Handles benefits billing and collection of premiums for employees on leave of absence.
9. Reconciles COBRA and retiree premium payments to premium billing notices.
10. Works with brokers to arrange meetings to review benefit options, rates, updates and follow up on inquiries and billing discrepancies.

C. Assists in preparation of budget and negotiation materials:

1. Prepares reports of annual benefit cost estimates for budget and negotiations including scattergrams for health benefits.
2. Updates monthly report of projected health benefits costs to review budget balance.
3. Reports monthly benefit costs for Food Service employees and tracks contribution to health premium billing notices.
4. Maintains a list of benefit options and eligibility requirements by bargaining unit.
5. Validates Medicare Part B reimbursements for eligible retirees and prepares purchase orders.
6. Calculates employee contribution to the cost of benefits in accordance with contractually negotiated agreements by law.

D. Assists with accounting and payroll functions:

1. Prepares purchase offers for district health benefit plans.
2. Validates Medicare Part B reimbursements for eligible retirees and prepares purchase

orders.

E. Other:

1. Receives, distributes, processes and files incoming correspondence.
2. Obtains, gathers and organizes pertinent data as needed.
3. Maintains a regular filing system.
4. Operates office equipment as required and is responsible for office copier.
5. Places and records telephone calls and messages.
6. Performs such other duties as assigned by the Human Resources Director.

Terms of Employment:

12-month position.
Salary to be determined by the Board of Education.

Annual Evaluation:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Roxbury Township Board of Education

Date: August 15, 2016

Revised: September 16, 2024

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