

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
REGULAR MEETING
Monday, February 13, 2023, 8:00 p.m.
Auditorium, Cavallini Middle School
392 West Saddle River Road**

Agenda

This is a regular meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Two opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

- | | | |
|------|---|--------------------------------------|
| I. | Call to order and roll call | Mrs. Gandara |
| II. | Flag salute and Pledge of Allegiance | Mrs. Gandara |
| III. | Opening statement by presiding officer | Mrs. Gandara |
| IV. | REPORTS | |
| | A. Superintendent's Report | Dr. Siegel |
| | B. Board Secretary's Report | Mrs. Imbasciani |
| | C. Board President's Report | Mrs. Gandara |
| | D. Committee Reports | Chairpersons |
| | E. PTO Report | Mrs. DeFrino/Mrs. McGovern |
| | F. USREF Report | Mrs. Tedd |
| V. | PRESENTATION | |
| | 1. Community Based Instruction | Ms. Apicella/Ms. Fallon/Ms. Foca/Ms. |
| | Yotka | |
| VI. | PUBLIC COMMENT (for Agenda Items only) | |
| VII. | ADMINISTRATION | Dr. Siegel |
| | This motion will be one motion that encompasses items A through I and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent. | |
| | A. Approve the revised 2023/2024 School Calendar, as attached. | |

- B. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #240694_***_11092022 is an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- C. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #237926_***_01112023 is an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- D. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #240013_***_12212022 is an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- E. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #241069_***_01182023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- F. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #241070_***_01182023 is an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- G. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #241547_***_01262023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- H. First Reading of the following Policies and Regulations:
- | | |
|--------------------|---|
| Policy 0152 | Board Officers (Revised) |
| Policy 0161 | Call, Adjournment, and Cancellation (Revised) |
| Policy 0162 | Notice of Board Meetings (Revised) |
| Policy 1648.11 | The Road Forward COVID-19 – Health and Safety (M) (Abolished) |
| Policy 1648.13 | School Employee Vaccination Requirements (M) (Abolished) |
| Policy 2423 | Bilingual and ESL Education (M) (Revised) |
| Policy 5200 | Attendance (M) (Revised) |
| Policy 8140 | Student Enrollments (M) (Revised) |
| Policy 8330 | Student Records (M) (Revised) |
| Regulation 5200 | Attendance (M) (Revised) |
| Regulation 8420.2 | Bomb Threats (M) (Revised) |
| Regulation 8420.7 | Lockdown Procedures (M) (Revised) |
| Regulation 8420.10 | Active Shooter (M) (Revised) |
- I. Approve the following Resolution:

**APPROVE SHARED SERVICES AGREEMENT AMONG UPPER SADDLE RIVER
BOARD OF EDUCATION, ALLENDALE BOARD OF EDUCATION
AND HO-HO-KUS BOARD OF EDUCATION**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Upper Saddle River Board of Education hereby approves the Shared Services Agreement with the Allendale Board of Education and the Ho-Ho-Kus Board of Education for the purpose of operating

a consolidated extended school year program to be attended by students from each of the member school districts upon the terms and conditions set forth in the Shared Services Agreement from February 28, 2023 to February 27, 2026.

VIII. **PERSONNEL**

Dr. Siegel

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

- A. Create/Abolish (not applicable)
- B. Resignations (not applicable)
- C. Leaves
 - 1. Approve a paid disability leave for Employee #0397, effective February 23, 2023 through March 23, 2023.
 - 2. Approve a paid disability leave for Employee #1245, effective March 31, 2023 through approximately April 21, 2023.
 - 3. Approve an unpaid FMLA/NJFLA leave for Employee #1542, effective September 1, 2023 through approximately November 24, 2023.
 - 4. Approve a paid disability leave and unpaid FMLA/NJFLA leave for Employee #2022, effective on or about May 1, 2023 through approximately October 1, 2023.
 - 5. Approve a paid and unpaid disability leave for Employee #2201, effective January 27, 2023 through approximately February 21, 2023.
- D. Lateral Guide Moves
 - 1. Approve a lateral guide move for Carlos Ramirez, PE/Health teacher, from BA to MA, effective February 1, 2023, payable in 2023/24.
- E. Appointments
 - 1. Appoint Lisa Cunningham to the position of ACE Team Member for the 2022/23 school year. \$22.00/hr
 - 2. Appoint Madelyn Barrow to the position of Instructional Support Teacher at Bogert School, BA, Step 1, prorated, effective February 27, 2023 through June 30, 2023.
 - 3. Appoint Alexis Garcia to the position of Grades 3 - 5 Elementary Classroom Teacher, MA, Step 1, prorated, effective February 23, 2023.
 - 4. Appoint Elizabeth Waldt to the position of per diem leave replacement PE/Health teacher, BA, Step 7-8, effective on or about May 1, 2023 through June 22, 2023, per diem, subject to the satisfactory completion of the criminal history records check required by law.
- F. Change in Assignment (not applicable)
- G. Substitutes/Consultants/Volunteers (not applicable)

IX. **FINANCE**

Mrs. Imbasciani

This motion which encompasses Items A through M will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

- A. Approve the Minutes of Board Meetings:

January 2, January 9, and January 30, 2023

- B. Approve the Bills List for January 2023 as follows:

10	General Current Expense	\$83,526.19
11	General Current Expense	\$2,418,747.29
12	Capital Outlay	\$6,249.80
20	Special Revenue Funds	\$42,726.86
40	Debt Service Funds	\$2,400.00
50	Milk	\$153.01
60	Enterprise Fund	\$18,914.50
	Total	\$2,572,717.65

- C. Approve the Transfers for January 2023.

- D. Approve the Board Secretary and Treasurer's Reports dated January 2023 and to certify that after review of these reports and upon consultation with appropriate district officials, as to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the remainder of the year.

- E. Approve the 2021/22 Audit.

- F. Approve the completed 2021/22 Corrective Action Plan, as per attached.

- G. Approve the Phase 3 Partial Window Replacement Project at Reynolds School Change Order #GC-04 for Premier Group Inc. to reduce the original contract sum by \$60,000.00 to account for unused allowance. The new contract will be \$634,929.24.

- H. Approve Application for Payment # 7 (*Final*) for Premier Group, Inc. for the Phase 3 Partial Window Replacement Project at Reynolds School, in the amount of \$16,618.58.

- I. Approve the following Resolution:

WHEREAS, the Board of Education has undertaken a capital project for the replacement of windows (Phase 3) at Reynolds School; and

WHEREAS, the project is complete;

NOW, THEREFORE, BE IT RESOLVED that the unexpended balance of \$85,070.76 for the project listed above be canceled and transferred to the Board's General Fund, Capital Reserve Account.

- J. Approve the following Resolution:

BE IT RESOLVED that the Upper Saddle River Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the **2023/24** school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

BE IT FURTHER RESOLVED, that the Upper Saddle River Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this Resolution.

K. Approve submission of the SEMI Waiver for the 2023/24 school year to the Executive County Superintendent of Schools.

L. Approve FY23 ARP ESSER III Grant expenditures for salaries as follows:

	% of Salary	Amount
Madelyn Barrow (Bogert)	100%	\$23,538 (pro-rated)

M. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Understanding & Supporting Students With Challenging Behaviors (Online)	March 2, 2023	Alexis Yotka	\$0.00	\$0.00
TCNJ Educational Opportunities Fair Ewing, NJ	March 8, 2023	Gianna Apicella	\$0.00	\$103.20
Tri-State Visit - Student Well-Being New Canaan, CT	March 8 - 10, 2023	Katherine Baker Shea Darienzo	\$0.00 \$0.00	\$126.00 \$139.77
Embracing the Whole Child: Promoting Social Emotional Learning Mahwah, NJ	March 13, 2023	Kristen Groen	\$160.00	\$0.00
Embracing the Whole Child: Promoting Social Emotional Learning Mahwah, NJ	March 15, 2023	Rachel Leonard	\$160.00	\$0.00
NJ Association for Gifted Children Conference West Windsor, NJ	March 17, 2023	Carey Goralski	\$224.00	\$74.12
Site Visits to Support Tri-States Partnership Piermont, NY	March 22 - 24, 2023	Amy D'Ambola	\$0.00	\$73.95
Introduction to Prompt Technique (Online)	March 29 - 31, 2023	Carolyn Lane Elayne Stern	\$599.00 \$599.00	\$0.00 \$0.00
Montclair Educator's Exchange Job Fair Montclair, NJ	March 30, 2023	Christine Cipollini	\$100.00	\$53.63
National Service Learning Conference Nashville, TN	April 2 - 5, 2023	Catherine Teehan Eileen Tyburczy	\$625.00 \$625.00	\$1,101.50 \$734.50

X. **PUBLIC COMMENT**

XI. **ADJOURNMENT**

Mrs. Gandara

2023-2024 Upper Saddle River Schools

DRAFT

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July

4 Independence Day

January (21) (22)
 1 New Year's Day
 2 Schools Reopen
 15 Martin Luther King Day &
 Staff PD Day
 -No School for Students
 -Full Day for Staff Only

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

February (18) (18)

19 Winter Recess Begins
 22 Schools Reopen

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September (17) (19)

1 Teachers' Staff Meetings
 4 Labor Day
 5 Teachers' Staff Meetings
 6 First Day of Classes for Students
 -Student Early Dismissal
 25 Yom Kippur
 14 Bogert Back to School Night
 21 Reynolds Back to School Night
 28 Cavallini Back to School Night

March (20) (20)
 29 Good Friday
 28 Early Dismissal for Students
 -Full Day for Staff
 -Staff PD

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October (21) (22)

9 Columbus Day/PD Day
 -No School for Students
 -Full Day for Staff Only
 10 Early Dismissal for Students
 -Full Day for Staff

April (17) (17)

1 Spring Recess Begins
 8 Schools Reopen
 Spring recess will be shortened to make up snow/emergency days, if more than 3 days are used, starting with April 5.

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November (17) (18)

2 Fall Parent Conference Day
 Rey/Bog Conferences
 -No school for Students
 -Full day for staff only
 9-10 NJEA Conference
 22 Thanksgiving Recess Begins
 -Staff & Student Early Dismissal

May (19) (19)

27 Memorial Day
 If school is closed for snow/emergency reasons, days will be made up in the following order:
 Thursday, May 23/ Friday, May 24/ Tuesday, May 28 (See page 2)

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December (16) (16)

22 Winter Recess Begins
 -Staff & Student Early Dismissal

○	No School
△	Minimum Day
□	Teachers in Only

June (14) (15)

20 Last Day for Students
 -Student Early Dismissal
 21 Last Day for Teachers
 -Full Day for Staff

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

No Snow Days Used

Result:
May: 19 student days & 19 teacher days

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

One Snow Day Used

Result:
May: 20 student days & 20 teacher days

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Two Snow Days Used

Result:
May: 21 student days & 21 teacher days

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Three Snow Days Used

Result:
May: 22 student days & 22 teacher days

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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Bylaws
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BOARD OFFICERS

~~0152~~ BOARD OFFICERS

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0152

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice-President.

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Any Board member may place a ~~member's~~Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

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Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated.

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members ~~of the Board~~ present and constituting a quorum, the procedure shall ~~continue~~be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

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Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

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A President or Vice-President who refuses to perform a duty imposed upon ~~him/her~~them by law may be removed by a majority vote of all of the members of the Board ~~members present and constituting a quorum.~~ In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

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Adopted: 19 May 2008
Revised: 18 May 2015

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POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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Bylaws

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CALL, ADJOURNMENT, AND CANCELLATION

~~0161~~ CALL, ADJOURNMENT, AND CANCELLATION

0161

All-

~~The~~ Board of Education meetings shall ~~meet~~be in public ~~session and each Board shall hold a meeting~~ at least once every two months during the period in which the schools in the district are in session.

The Secretary

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

~~A meeting not regularly scheduled may be called~~ Board shall call a special meeting of the Board whenever: requested by the Board Secretary at the request of the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or upon the presentation to the Board Secretary of when presented with a petition requesting a meeting and signed by a majority of the full Board membership of the Board requesting the special meeting.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced ~~before at the time of the recess or the adjournment takes place.~~ The adjourned meeting shall take up ~~its~~ business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6

N.J.A.C. 6A:32-3.1

Adopted: 19 May 2008



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UPPER SADDLE RIVER BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

~~0162~~ NOTICE OF BOARD MEETINGS

0162

The Board of Education will give notice of all meetings in accordance with law.

Public Adequate Notice

The Board Secretary shall ~~notify, in writing and no later than~~ provide written advance notice of at least forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of, giving the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. ~~Forty-eight hour, which~~ notice shall also be accurately state whether formal action may or may not be taken and which shall be prominently posted in the Board office, at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, or hand delivered to the official two newspapers designated by the Board, and public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the Borough of Upper Saddle River, except that forty-eight hour notice is not required where the time, date, and municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of the any meeting, no further notice shall be required for such meeting has been published in the annual list of meetings approved by the Board in.

In accordance with law.

~~Upon~~ N.J.S.A. 10:4-9, upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of hold a meeting notwithstanding the failure to provide adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable if:



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UPPER SADDLE RIVER BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the provision of purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and that notice
2. The meeting is given limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the official newspaper described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and
4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

The Board shall provide personal notice in writing to an adult pupil, In accordance with the parent(s) or legal guardian(s) provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a minor pupil, an employee or officer of this district, or a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee whose privacy may be invaded or whose employment may be affected employed or appointed by the Board's deliberations in private session. Such personal notice Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that will include the date and time of the private closed session meeting, the subject or subjects scheduled for discussion at the private closed session meeting, and the right of the individual given notice affected person to request that the discussions be conducted at a public meeting. Personal Such notice will



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NOTICE OF BOARD MEETINGS

be given no less than ~~seventy-two~~forty-eight hours in advance of the ~~private~~closed session meeting.

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A written request for public discussion must be ~~signed by the person making the request and must be~~ submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

-
Nothing in this ~~bylaw~~Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a ~~disabled pupil~~student.

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N.J.S.A. 10:4-6 et seq.; 10:4-~~8d~~8; 10:4-~~9b~~9

N.J.S.A. 18A:6-11; 18A:10-6

N.J.A.C. 6A:32-3.1

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Adopted: 19 May 2008



DRAFT

Program
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BILINGUAL AND ESL EDUCATION (M)

~~2423~~ BILINGUAL AND ESL EDUCATION (M)

2423

M

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services program for English language learners (ELLs) as required by law and rules of the New Jersey State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 ~~to~~through 26.1.

Identification of Eligible ELLs

The ~~Board will conduct~~district shall use a ~~screening~~multi-step process at the time of enrollment to determine the native language of each ELL ~~at the time of enrollment in the school. The~~ district. ~~A shall:~~

1. Maintain a census ~~shall be maintained of~~indicating all identified students whose native language is other than English. ~~The ; and~~
2. Administer the Statewide home-language survey to determine which students in Kindergarten to grade eight whose native language is other than English must be screened further to determine English language proficiency ~~of each student whose native~~. The Statewide home-language is not English ~~survey shall be determined~~administered by a screening process that includes the administration of a New Jersey Department of Education-approved bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.

The district shall determine the English language proficiency of all Kindergarten to grade eight students who are not screened out and whose native language is other than English by administering an English language proficiency test, an assessment of assessing the student's level of reading in English, a review of reviewing the student's previous academic performance of students, including their performance on standardized tests in English, and a review of reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other



indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.

Program Implementation

Bilingual Programs for ELLs

The district shall provide the following programs:

1. An English language services program ~~to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program accordance with N.J.A.C. 6A:15-1.2;~~
 2. An ESL program ~~that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district accordance with N.J.A.C. 6A:15-1.2; and~~
 3. ~~A bilingual education program whenever there are twenty or more ELLs in any one language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.~~
3. A bilingual education program in accordance with N.J.A.C. 6A:15-1.2.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual,



ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and ~~Re-entry~~Reentry

Students enrolled in athe bilingual, ESL, or English language services program shall be assessed annually using ~~a New Jersey Department of Education approved~~ English language proficiency test Language Placement (ELP) assessments to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.

ELLs enrolled in athe bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to ~~function successfully in the~~ exit a bilingual, ESL, or English-only language services program. ~~The process to determine the readiness or inability of the individual through a Department-established criteria on an ELP assessment and a Department-established English language observation form. A student to function successfully in the English-only program shall be initiated by the student's level of~~ first achieve the Department-established English proficiency standard as measured by a New Jersey Department of Education-established standard on an English language proficiency test. The readiness of the student an ELP assessment. The student's readiness shall be further assessed on the basis of multiple indicators by the use of a Department-established English language observation form that shall include considers, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year. ~~If during the first three years of a student's participation in a bilingual education program, a parent wishes to remove the student prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent may appeal the Executive County Superintendent's decision to the Commissioner of Education.~~

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County



Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not progressing in the mainstream English program may be considered for ~~re-entry~~reentry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1, through (e)5.

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When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the ~~student's~~student's parent shall be informed by mail of the placement determination.- A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days.- The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision.- The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board.-~~A~~ Upon exhausting an appeal to the Board, the complainant ~~not satisfied with the Board's determination of the appeal~~ may appeal to the Commissioner of Education.

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Parental Involvement

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The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program.- Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English.- The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.-

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The district will notify the parents of ELLs by mail within thirty days of the child's identification.-

Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

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The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs.- ~~A school~~ district that



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implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership ~~will~~shall be parents of ELLs.

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-~~25~~26.1
N.J.A.C. 6A:~~14-4.10~~; 6A:15-1.1 et seq.

Adopted: 19 May 2009
Revised: 15 March 2010
Revised: 28 March 2011
Revised: 20 June 2016



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In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

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 ~~local~~ Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will countscount toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. 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.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a



student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

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Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

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Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4, and Regulation 5200.-

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Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition.- Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

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~~When absences are unexcused, homework will not be given out in advance. Because attendance in school is of the utmost importance for students and required by law, it is the policy of the Board of Education that teachers do not provide, in advance, homework to students who are absent from school because of vacation. Upon the child's return, the work is to be made up after school at a time mutually convenient for the student and teacher. Providing the homework in advance, may encourage these types of absences and may send the message that the school condones them.~~

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The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district.- Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

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N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;
18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8-~~3~~; 6A:32-13

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Adopted: 16 June 2008

Revised: 20 October 2014

Revised: 18 May 2015

Revised: 7 December 2020

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A. Definitions

1. ~~For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.~~
2. ~~A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.~~
3. ~~"A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
 - a. ~~Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A "half-day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

B. Attendance Recording

1. ~~Attendance Recording in the~~ School Register (N.J.A.C.- 6A:32-8.1)
 - a. The Board of Education shall ~~be required to~~ carefully and accurately track enrollment and attendance of all students in a



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manual school register format or in an electronic ~~form~~format of the ~~school's~~school district's choosing.

b. ~~_____~~ The Commissioner ~~shall~~will issue and publish on the Department's website ~~school register~~ 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 ~~school is~~ in session.

d. ~~_____~~ ~~School registers, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall be kept for keep in the school register, attendance of all students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students, and shall maintain the attendance records in accordance with disabilities, full-time bilingual education programs and vocational day programs, N.J.A.C. 6A:32-8 and summer schools operated by the Board of Education the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.~~

e. ~~_____~~

d. A student who has been placed on home instruction shall have ~~his or her~~their attendance status recorded on the regular register for the program in which the student is enrolled. ~~For 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, ~~the student.~~ Absences shall ~~be marked absent. No absences shall not~~ be recorded for the student while on home instruction, providing provided the hours of instruction are ~~not no~~ less than required by N.J.A.C. 6A:14-4.8 and 4.9. and 6A:16-10.1 and 10.2. The number of possible days ~~of enrollment 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

~~2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)~~



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- a. ~~A record of the attendance of all students on roll in a number of~~
school register shall be kept each day that school is days in session
by a teacher or other authorized person. It shall be the duty of this
person to keep the attendance records according to these rules and
the specific instructions issued by the Commissioner of Education.
- b. ~~No~~ in which a student shall be is enrolled. 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 unless for the first time.

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

- a. ~~A day in session and the student so recorded is~~ 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.
- e. ~~A~~
- 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~~
~~absent in the school register when not in attendance at a session of~~
~~the school while a member of the school, except students excused~~
~~due to religious holidays who shall be recorded as excused.~~
- d. ~~A student shall be recorded as either present, absent, or excused for~~
~~religious observance, 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



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after the student ~~enters~~enrolls until the date the student is transferred to another school, ~~transferred to an individual home instruction record,~~ or officially leaves the school ~~system~~district.

- e.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student 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:;
- f. ~~The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the~~



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~~afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~

- ~~g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

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- (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
- 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)



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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

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 and this Regulation.-



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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 countcounts toward truancy.—, student conduct, promotion, retention, and the award of course credit.

a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.

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

— The student’s illness

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

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

— The student’s required attendance in court;

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

— The student’s suspension from school;

— Family illness or death

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

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



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- Visits to post-secondary educational institutions;
 - Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - Examination for a driver's license;
 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - Take Our Children to Work Day;
 - 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;
 - Closure of a busing school district that prevents a student from having transportation to the receiving school;
 - An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;
 - An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
4. ~~For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~



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3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240-~~1~~.

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C.
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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.
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.~~

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4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

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Readmission to School After an Absence

1. A student returning from an absence of any length of time 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 note explaining a student's absence for a noncommunicable illness for a period of more than five school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~

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2. A student who has been absent by reason of having or being suspected of having a communicable disease ~~must~~may be required to present to the school nurse written evidence of being free of a communicable disease, ~~in accordance with Policy 8451.~~

~~4.~~

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.

~~F~~

E. Instruction

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

G~~F~~. Denial of Course Credit



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1. The teacher will determine the credit to be awarded a student for make-up work.- Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade.- The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/shethe secondary student has been absent 10% or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total
3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/shethe student has been absent twenty or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

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

H
G.

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each



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unexcused absence prior to the start of the following school day;

- ~~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;(s);
- 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:16-1011, if a potentially potential missing or abused child situation is detected; and
- ~~e. Cooperate with law enforcement and other authorities and agencies, as appropriate.~~
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate;

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- ~~a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;~~
- a. Make a reasonable attempt to notify the student's parent-
(s) of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;(s);
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. —6A:16-7.6(a)4.i.(3) and HG.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



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regular attendance, which may include any or all of the following:

- (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
- (3) Consider an alternate educational placement;
- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
- (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and ~~10~~4. below;
- (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~10~~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.

~~e. Cooperate with law enforcement and other authorities and agencies, as appropriate.~~

3. For ~~ten or more~~ 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 ~~10~~4. below;
- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;



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- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part:
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 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~~healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)5 3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and HG.1. above for each



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student with up to four cumulative unexcused absences that count toward truancy.

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

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

~~I.~~
H.

Discipline

1. Students may be denied participation in co-curricular activities ~~if the Board establishes attendance standards for participation.~~

~~2. — Students may be denied participation in and/or~~ athletic competition if the Board establishes attendance standards for participation.

~~3~~

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.~~
I.

Recording Attendance

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

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



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3. A report card will record the number of times the student was absent and tardy in each marking period.
4. 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
J.

Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal 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 student's appeal.
 - c. If the student is not satisfied, ~~he/she~~ the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. 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 and teacher(s) may attend the meeting.



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- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f.- The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, - Student Grievance and N.J.S.A. 18A.- An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

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

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



DRAFT

~~8140~~ STUDENT ENROLLMENTS (M)

8140

M

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of ~~pupils~~students resident in this district and enrolled in district classes and programs.

Pupil

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. A staff member designated by the Superintendent shall keep in the school ~~is in session~~. ~~Separate registers shall be kept for pupils attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for~~register, attendance of all students, and shall maintain the ~~disabled, shared-time classes for regular pupils, shared-time classes for pupils~~attendance records in accordance with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(~~dc~~).

~~A pupil~~

In accordance with N.J.A.C. 6A:32-8.1(e), a student who has been placed on home instruction shall have ~~his or her~~their attendance status recorded on the regular register ~~attendance pages~~ for the program in which the ~~pupil~~student is enrolled. ~~For the~~The student shall be marked absent for the period beginning the first day the ~~pupil~~student is unable to attend school and ending the day before the first instructional day at the ~~pupil's~~student's place of confinement, ~~the pupil~~. Absences shall ~~be marked absent~~. No absences will not be recorded for the ~~pupil~~student while on home instruction, ~~providing provided~~ the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9- and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days ~~of enrollment in membership~~ for a ~~pupil~~student on home instruction shall be the same as for other ~~pupils~~students in the program in which the ~~pupil~~student is enrolled.



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STUDENT ENROLLMENTS (M)

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and ~~federal~~Federal aid.

-
The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

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N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2;
6A:32-8.1; 6A:32-8.2; 6A:32-8.3

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Adopted: 16 June 2008
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STUDENT RECORDS (M)

DRAFT

~~8330~~ STUDENT RECORDS (M)

8330

M

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The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement.- The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students.- The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

-
The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

- General Considerations

-
The Board shall compile and maintain student records and regulate access in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in educational student records in a manner that assures the security of such the records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq.- Student records shall contain only such information as that is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.- The ~~school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs.- Copies of the applicable State and Federal laws and ~~local~~ Board policies shall be made available upon request.- The ~~school~~ district shall make every effort to notify parents and adult students in their dominant language.-

- A non-adult student

Nonadult students may assert rights of access only through ~~his or her~~ their parent(s).- However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified



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STUDENT RECORDS (M)

school personnel from disclosing at their discretion student records to ~~non-adult~~nonadult students or to appropriate persons in connection with an emergency, if ~~such knowledge~~the information contained in the record is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized ~~school~~ district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the ~~school-district from including inclusion of~~ any or all types of information about the student in any student information directory before allowing access to ~~such the~~ directory and school facilities to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the ~~Elementary and Secondary Education~~Every Student Succeeds Act (~~ESEA~~) of ~~1965-2015~~. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the ~~school~~-district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use in accordance with N.J.A.C. 6A:32-7.2, that is separate



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and distinct from the student information directory.- The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.- To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

- Mandated and Permitted Student Records

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Mandated student records are those records ~~school~~ districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

-
Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare.- The Board shall authorize the permitted records to be collected by adopting this Policy and Regulation 8330, which will list such permitted records.

- Maintenance and Security of Student Records

-
The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district- in accordance with the provisions of N.J.A.C. 6A:32-7.4. This Policy and Regulation 8330 assure that access to ~~such~~ student records is limited to authorized persons.

-
Records for each individual student may be stored electronically or in paper format.- When student records are stored electronically, proper security and back-up procedures shall be administered.

-
Student health records, whether stored on paper or electronically, shall be maintained ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ in accordance with N.J.A.C. 6A:32-7.1(I). Records shall be accessible during the hours in which the school program is in operation.

-
Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent,~~ in



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accordance with ~~the provisions of N.J.S.A. 18A:36-35. Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~ and N.J.A.C. 6A:32-2.1.

~~-~~ Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C.-

6A:32-7.5 shall have access to student records, including student health records. ~~Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.~~ Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

~~-~~
~~The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.~~

~~-~~
The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth ~~in~~ at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent ~~the~~ parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5-
(c).

Access to and disclosure of a student's health record shall meet the requirements of ~~the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).~~

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.-



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~~Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.~~

Nothing in N.J.A.C. 6A:32-7.4 et seq. or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, ~~individuals~~the district shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and ~~34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).~~

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student record, subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, ~~impermissible~~impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(bc).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for ~~disagreement with~~contesting a portion of the student record, including the decision made in the appeal. ~~Such statements~~ The parent's or adult student's statement shall be maintained as part of the student record, as long as the



contested portion of the student record is maintained.- If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the ~~school~~-district.- The ~~school-district~~Board shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than ~~that~~the records described in N.J.A.C. 6A:32-7.8(ef), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(bc).

Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.- Information in student records, other than that described in N.J.A.C. 6A:32-7.8(ef), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.- Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(ef), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~-district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.



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N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4;
18A:40-19

N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3;
6A:32-7.4; 6A:32-7.5;

6A:32-7.6; 6A:32-7.7; 6A:32-7.8

20 U.S.C. §8528

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Adopted: 16 June 2008
Revised: 20 March 2017
Revised: 14 June 2021

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BOMB THREATS (M)

~~R-8420.2~~ BOMB THREATS (M)

R 8420.2

M

A “bomb threat” consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. ~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method~~ The procedures to be enacted when a bomb threat is received shall be included in the school district’s plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

~~A. Procedures When a Bomb Threat is Received~~

- ~~1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~
- ~~2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~
- ~~3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~
 - ~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~
 - ~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:~~
 - ~~(1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~
 - ~~(2) The caller (e.g., name, address, location, gender, age, background, motive);~~



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~~(3) The identity of the person who placed the bomb, if the caller denies responsibility;~~

~~(4) The means by which the bomb was delivered to the site;~~

~~(5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~

~~(6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

~~B. Procedures to be Used After a Bomb Threat is Received~~

~~1. The Principal or designee will immediately call:~~

~~a. The Police Department/local law enforcement;~~

~~b. The Fire Department; and~~

~~c. The Superintendent's office.~~

~~2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as:~~

~~a. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~

~~b. School staff members and pupils will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~

~~3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~

~~4. The Principal or designee will also:~~



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BOMB THREATS (M)

- ~~a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~
- ~~-~~
- ~~b. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
- ~~-~~
- ~~c. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
- ~~-~~
- ~~d. Allow law enforcement officials to control the scene upon their arrival.~~
- ~~-~~
- ~~5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
- ~~-~~
- ~~a. Instruct pupils to not use any electronic communication device until instructed otherwise;~~
- ~~-~~
- ~~b. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
- ~~-~~
- ~~c. Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~
- ~~-~~
- ~~d. Take the pupil roster and the day's attendance;~~
- ~~-~~
- ~~e. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;~~
- ~~-~~
- ~~f. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;~~
- ~~-~~
- ~~g. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
- ~~-~~
- ~~h. Not speak to the media or permit media to interview any pupil.~~



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BOMB THREATS (M)

- ~~6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.~~
- ~~7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:~~
 - ~~a. Work with law enforcement officials to ensure the continued safety of pupils and staff;~~
 - ~~b. Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and~~
 - ~~c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
- ~~10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~11. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~



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BOMB THREATS (M)

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

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LOCKDOWN PROCEDURES (M)

~~R 8420.7~~ LOCKDOWN PROCEDURES (M)

R 8420.7

M

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. ~~The following procedures shall to~~ be enacted during a lockdown ~~which shall begin with notification to be included in the building's occupants that all occupants should commence lockdowns~~ school district's plans, procedures. ~~The notification may be a public address announcement or may be a discreet notification depending on, and mechanisms for school safety and security in accordance with the circumstance or situation~~ provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.

~~A. Procedures in the Event it is Determined a Lockdown is Warranted~~

~~1. The Principal and/or designee will immediately:~~

- ~~a. Contact local law enforcement;~~
- ~~b. Inform the Superintendent of Schools;~~
- ~~c. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~
- ~~d. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

~~2. The Principal and/or designee will also:~~

- ~~a. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
- ~~b. Will allow local law enforcement officials to control the scene upon their arrival.~~



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LOCKDOWN PROCEDURES (M)

- ~~3. School staff members, upon receiving notice the school needs to be in a lockdown situation, will:
 - ~~a. Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - ~~b. Instruct pupils to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - ~~c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;~~
 - ~~d. Close and lock doors and windows from inside the room, if possible;~~
 - ~~e. Secure all staff, pupils and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already;~~
 - ~~f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - ~~g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~~~
- ~~4. Teachers shall take pupil attendance for the pupils within their secured area and report any additional pupils in the room and any missing pupils.~~
- ~~5. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
- ~~6. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
- ~~7. Lockdown Procedures for Those in Exposed Areas—Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest building off campus.~~



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LOCKDOWN PROCEDURES (M)

~~B. Procedures After Lockdown Situation is Brought Under Control~~

- ~~1. After the lockdown situation has been brought under control, uniformed law enforcement officials will communicate to building occupants the lockdown situation has ended.~~
- ~~2. Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.~~
- ~~4. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~

~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

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ACTIVE SHOOTER (M)

~~R 8420.10~~ ACTIVE SHOOTER (M)

R 8420.10

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An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to pupils~~students~~ and school staff. Intruders may possess weapons or other harmful devices. ~~In The procedures to be enacted during~~ an active shooter or armed assault situation, ~~one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person shall be included in the school district's plans, procedures, and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, mechanisms for school safety and their overriding objective appears to be that~~ security in accordance with the provisions of mass injury N.J.A.C. 6A:16-5.1 and Policy 8420.

~~A. Procedures in the Event of an Active Shooter in the School or on School Grounds~~

~~1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~

~~a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~

~~b. Contact local law enforcement;~~

~~e. Inform the Superintendent of Schools;~~

~~d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~

~~e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~

~~f. Uniformed police officers are the only ones who will direct staff and pupils outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation~~



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ACTIVE SHOOTER (M)

~~assembly location and be prepared to evacuate the school site, if necessary.~~

~~2. The Principal and/or designee will also:~~

~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~

~~b. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~

~~c. Will allow local law enforcement officials to control the scene upon their arrival.~~

~~3. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~

~~a. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~

~~b. Turn off all lights, close blinds/shades, and turn off electronic equipment;~~

~~c. Instruct pupils to be absolutely quiet and not to use any individual electronic communication device;~~

~~d. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;~~

~~e. Close and lock doors and windows from inside the room, if possible;~~

~~f. Secure all staff, pupils, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~



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- ~~g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
- ~~h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
- ~~4. Teachers shall take pupil attendance for the pupils within their secured area and report any additional pupils in the room and any missing pupils.~~
- ~~5. The building's occupants should remain in lockdown condition until a uniformed police officer gives instructions or indicates lockdown is over.~~
- ~~6. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest building off campus and call the police department to give location of class.~~
- ~~7. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~
- ~~8. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~
- ~~B. Procedures After Active Shooter Situation is Brought Under Control~~
 - ~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
 - ~~2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
 - ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~



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ACTIVE SHOOTER (M)

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- 4. ~~The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
-
- 5. ~~The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
-
- 6. ~~The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

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~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

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~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

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