

WOODBIDGE TOWNSHIP BOARD OF EDUCATION

AGENDA

APRIL 19, 2018

1. Roll Call
2. Closed Session
3. Salute to Flag
4. Minutes to be Approved:
 - A. March 26, 2018 - Special Meeting
5. Bids:
 - A. March 23, 2018-PD-19-01 Athletic Team Supplies
 - B. April 10, 2018 -Project #8 – New Building Ross Street School
 - C. April 10, 2018 -Project #7 – Additions/Renovations/Alterations Woodbridge Middle School
 - D. April 10, 2018 -Project #17-2900 – Asbestos Removal Woodbridge Middle School
6. Student Representative
7. Superintendent
8. Items for Discussion:
 - A. Policy and Planning
 - B. Curriculum
 - C. Finance and Insurance
 - D. Security & School Safety
 - E. Technology
 - F. Athletics & Extracurricular
 - G. Buildings & Grounds
 - H. Transportation
 - I. Cafeteria
 - J. Personnel
9. Board Attorney
10. Old Business
11. New Business
12. Open Public Session
13. Adjournment

April 19, 2018

The Superintendent of Schools presents the following recommendations:

1. That the Board of Education grant permission to allow the Colonia High School Research Team to participate in the Intel International Science and Engineering Fair in Pittsburgh, Pennsylvania, from May 13, 2018, through and including May 18, 2018, at no cost to the district, provided that all policies and regulations governing overnight trips are adhered to prior to and during the trip.
2. That the Board of Education adopt the attached resolution commending six district students for receiving the 2017-2018 Student Recognition Award from the Middlesex County School Boards Association and the Middlesex County Association of School Administrators.
3. That the Board of Education adopt the attached resolution commending ninety-two Colonia High School students for their induction into the National Honor Society.
4. That the Board of Education adopt the attached resolution commending forty-three Colonia High School students for their induction into the Rho Kappa Social Studies Honor Society.
5. That the Board of Education adopt the attached resolution commending Colonia High School junior, Sharmi Shah, for being selected as a finalist in the 35th Annual Nokia Bell Labs North Jersey Regional Science Fair.
6. That the Board of Education adopt the attached resolution commending thirty-nine John F. Kennedy Memorial High School students for their induction into the National Honor Society.
7. That the Board of Education adopt the attached resolution commending twelve Avenel Middle School students for their induction into the National Junior Honor Society.
8. That the Board of Education adopt the attached resolution commending sixty-two Fords Middle School students for their induction into the National Junior Honor Society.
9. That the Board of Education adopt the attached resolution commending thirty-four students from Iselin Middle School for their induction into the National Junior Honor Society.
10. That the Board of Education adopt the attached resolution commending the Pennsylvania Avenue School #27 student council for organizing two annual food drives for the past twenty five years.
11. That the Board of Education adopt the attached resolution commending Pennsylvania Avenue students for collecting over 2,000 pounds of plastic as part of the Trex Recycling Program.
12. That Board of Education approve the previously submitted monthly report of Harassment, Intimidation, and/or Bullying (HIB) for the period March 16, 2018, through and including April 19, 2018.
13. That the Board of Education approve the previously submitted list of Professional Development conferences for staff members, dated April 19, 2018.
14. That the Board of Education retroactively approve the acceptance of the following out-of-district tuition student beginning March 15, 2018, through and including June 22, 2018, at the rate shown below, based on fully executed tuition agreement between the parent and the Woodbridge Township School District:

| Case No. | Tuition Rate |
|----------------|----------------------|
| DD-0606-041-06 | \$1,340.00 per month |

April 19, 2018

15. That the Board of Education approve the tuition payment for the following students to the Central Jersey College Prep Charter School, 101 Mettlers Road, Somerset, New Jersey 08873, for the 2017-2018 school year:

| Case No. | Tuition Rate |
|----------------|----------------------|
| BC-1008-220-02 | \$9,806.50 per annum |
| BP-0108-051-11 | \$9,806.50 per annum |

16. That the Board of Education approve the tuition payment for the following out-of-district tuition student beginning May 1, 2018, through and including June 22, 2018, at the rate shown below, based on the fully executed tuition agreement between the parent and the Woodbridge Township School District:

| Case No. | Tuition Rate |
|----------------|----------------------|
| CD-0802-150-02 | \$1,190.00 per month |

17. That the Board of Education approve payment to General Healthcare Resources, LLC to provide Speech Language Pathologists for Special Education students at the rate of \$80.50 per hour for the 2017-2018 school year.
18. That the Board of Education, as required by state law (partially reimbursable in state aid), approve the enrollment of the following disabled students in a special school year program for 2017-2018, in accordance with their Individual Educational Programs (IEPs) as shown below:

| Case No. | Recommended Placement | Effective Date | Tuition |
|------------------|-----------------------------|----------------|--------------|
| Z1510-10-06-ED | Collier School 1:1 | 02/02/2018 | \$100.00/Day |
| Z1510-10-06-ED | Collier School 1:1 | 03/01/2018 | \$131.24/Day |
| D1703-06-06-AU | Gateway School | 03/26/2018 | \$58,874.40 |
| D1703-06-06-AU | Gateway School 1:1 | 03/26/2018 | \$25,920.00 |
| M1504-04-09-PD | Bayada Home Health Care | 03/26/2018 | \$44.50/Hr. |
| R1703-03-09-PD | Woodridge Community Ctr. | 03/27/2018 | \$250.00/Mo. |
| K1704-16-09-OHI | Shepard Preparatory H.S. | 04/02/2018 | \$14,930.76 |
| R1612-14-09-SLD | Honor Ridge Academy | 04/09/2018 | \$21,438.00 |
| T1704-18-09-OHI | Collier School | 04/10/2018 | \$55,260.00 |
| B1704-17-06-MOID | P.R.D.S. | 04/16/2018 | \$41,760.00 |
| C1709-09-08-OHI | Honor Ridge Academy | 04/16/2018 | \$19,453.00 |
| K1704-15-09-ED | Green Brook Academy | 04/16/2018 | \$70,403.40 |
| P1704-10-06-OHI | Bright Beginnings Lrn. Ctr. | 04/16/2018 | \$51,660.00 |

19. That a note be made in the minutes that the following out of district placements have been terminated for the 2017-2018 school year:

| Case No. | Recommended Placement | Effective Date | Tuition |
|-----------------|---------------------------|----------------|--------------|
| Z1510-10-06-ED | Collier School 1:1 | 02/28/2018 | \$100.00/Day |
| T1304-11-06-SLD | Shepard Preparatory H.S. | 03/28/2018 | \$40,772.46 |
| Z1510-10-06-ED | Collier School | 04/09/2018 | \$55,260.00 |
| Z1510-10-06-ED | Collier School 1:1 | 04/09/2018 | \$131.24/Day |
| Z1612-12-09-ED | Cranford Bd. of Education | 04/09/2018 | \$52,429.00 |

20. That a note be made in the minutes amending Item #9 of the August 17, 2017, Superintendent's Agenda to read as follows with regard to the tuition and or start date for the following student:

| Case No. | Recommended Placement | Effective Date | Tuition |
|----------------|-----------------------------|----------------|-------------|
| W1702-09-09-ED | Cranford Board of Education | 02/05/2018 | \$17,476.50 |

Superintendent

April 19, 2018

21. That the following out-of-district facilities be approved for home instruction services at the rate listed:

| *Teacher | Effective Date | Number of Students | Total | Amount | Total Amount |
|---------------------------------------|------------------|--------------------|----------|----------|--------------|
| Bancroft | Feb. /March 2018 | 1 | 38 Days | \$170.00 | \$6,460.00 |
| Brookfield Schools | Feb./March 2018 | 4 | 92 Hours | \$35.00 | \$3,220.00 |
| Educere | Feb.-April 2018 | 6 | 27 Weeks | \$29.00 | \$783.00 |
| Professional Education Services. Inc. | Feb./March 2018 | 3 | 74 Hours | \$35.00 | \$2,590.00 |
| Rutgers | Feb. 2018 | 2 | 17 Hours | \$35.00 | \$595.00 |
| Union Cty Edu. | Feb. 2018 | 1 | 16 Hours | \$66.00 | \$1,056.00 |

Subject to approval for employment from the New Jersey Department of Education. Employee shall be required to submit an authorization and certification form along with fingerprints for a criminal history background check as required by P. L. 1986,C.116.

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

Resolution



WHEREAS, the following six district students have been selected for the ***2017-2018 Student Recognition Award*** from the Middlesex County School Boards Association and the Middlesex County Association of School Administrators:

COLONIA HIGH SCHOOL

Santos Arocho
Kayleigh Smidt

JOHN F. KENNEDY MEMORIAL HIGH SCHOOL

Jazzara Checo
Darshit Desai

WOODBIDGE HIGH SCHOOL

Erika Karafa
Elizabeth Samuel

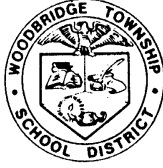
WHEREAS, these outstanding accomplishments bring honor and acclaim not only to the students and their families, but also to the school district and the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students for bringing these honors to the school district and to the Township of Woodbridge.

NOW, THEREFORE, BE IT RESOLVED, that the congratulations and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the students; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and that copies be sent to Colonia High School, John F. Kennedy Memorial High School, and Woodbridge High School, and to each of the students expressing the congratulations of the Board of Education.

Resolution



WHEREAS, ninety-two students from Colonia High School were selected for induction into the National Honor Society; and

WHEREAS, this achievement is the highest honor a school district is able to confer upon a student; and

WHEREAS, these accomplishments bring honor and acclaim not only to the families of the following students but also to their school and to the entire community; and

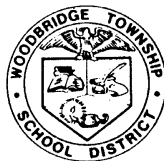
WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students.

NOW, THEREFORE, BE IT RESOLVED, that the congratulations and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the following students for bringing this honor to the school district and to the Township of Woodbridge; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to Colonia High School and to each of the honored students expressing the congratulations of the Board of Education.

| | | |
|--------------------------------|--------------------------------|--------------------------------|
| <i>Mehak Ali</i> | <i>Kiernan Lavelle</i> | <i>Shiv Rathod</i> |
| <i>Kya Amaro</i> | <i>Archna Mahendru</i> | <i>Britney Renquifo Seguil</i> |
| <i>Emily Anan</i> | <i>Shainna Manalo</i> | <i>Jaden Riveles</i> |
| <i>Brianna Araujo</i> | <i>Shania Manoppo</i> | <i>Timothy Rodriguez</i> |
| <i>Naomy Arias Fernandez</i> | <i>Racquel Matos</i> | <i>Isabella Romero</i> |
| <i>Bryan Barros</i> | <i>Seaerra Michalsky</i> | <i>Brooke SanGiacomo</i> |
| <i>Isaiah Bartlett</i> | <i>Thomas Mitch</i> | <i>Sahil Sangu</i> |
| <i>Nicole Blauvelt</i> | <i>Yamilee Moreta</i> | <i>Robert Shackley</i> |
| <i>Kelly Branco</i> | <i>Janae Motley</i> | <i>Sharmi Shah</i> |
| <i>Frances Brock</i> | <i>Casey Mulrooney</i> | <i>Shreel Shah</i> |
| <i>Maria Brock</i> | <i>Adrianna Munoz</i> | <i>Faiza Sikandar</i> |
| <i>Camila Camacho-Tenreiro</i> | <i>Lelani Nascimento</i> | <i>Leah Smighelschi</i> |
| <i>Ryan Campbell</i> | <i>Kim Nguyen</i> | <i>Anjelica Solomon</i> |
| <i>Samantha Cioni</i> | <i>Julia Nowak</i> | <i>Annarose Sorvillo</i> |
| <i>Tatiana Correia</i> | <i>Sara Orbe</i> | <i>Gianna Tavormina</i> |
| <i>Daniel Darocha</i> | <i>Jordyn Pagnozzi</i> | <i>Adara Temizler</i> |
| <i>Julie Fakeh</i> | <i>Palak Pandya</i> | <i>Kevin Thai</i> |
| <i>Gianna Fantell</i> | <i>Nicholas Pastor</i> | <i>Rutu Thakkar</i> |
| <i>Alexander Francisco</i> | <i>Akhil Patel</i> | <i>Sabrina Tiseo</i> |
| <i>Kavita Gordon</i> | <i>Heer Patel</i> | <i>Tiffany Tshimanga</i> |
| <i>Matthew Gouda</i> | <i>Jay Patel</i> | <i>Amy Valencia</i> |
| <i>Hakim Hines</i> | <i>Manav Patel</i> | <i>Julia Vargas</i> |
| <i>Sameen Jamal</i> | <i>Misri Patel</i> | <i>Arjun Venkatesan</i> |
| <i>Amanda Jean-Marie</i> | <i>Shivani Patel</i> | <i>Jessica Viegas</i> |
| <i>Manasa Kallur</i> | <i>Zachary Pereira</i> | <i>Natalia Vislocky</i> |
| <i>Harish Kanagal</i> | <i>Hezekiel Poluan</i> | <i>Michael Webster</i> |
| <i>Amanda Kavaja</i> | <i>Alexandra Poulakowski</i> | <i>Camilla Wnek</i> |
| <i>Zachary Kaye</i> | <i>Given Pregil</i> | <i>Isabella Wnek</i> |
| <i>Nicholas Krowicki</i> | <i>Diya Pujara</i> | <i>Lauren Wright</i> |
| <i>Sean Lambert</i> | <i>Mariana Jessica Purukan</i> | <i>Ankit Yande</i> |
| <i>Brittany Langevin</i> | | <i>Konrad Zawadzki</i> |

Resolution



***WHEREAS**, forty-three students from Colonia High School were selected for induction into the Rho Kappa Social Studies Honor Society; and*

***WHEREAS**, the following students were selected for their academic excellence:*

| | | |
|---------------------------------|---------------------------------------|---------------------------------------|
| <i>Mubasshar Ali</i> | <i>Jessica Donovan</i> | <i>John Piccinic</i> |
| <i>Samantha Ashton</i> | <i>Emanuela Efodili</i> | <i>Shelby Piccinic</i> |
| <i>Shriya Bhatt</i> | <i>Anastasia Francisquini</i> | <i>Ashank Punj</i> |
| <i>Yukti Bhatt</i> | <i>Sarah Gregory</i> | <i>Ariana Quilal-Lan</i> |
| <i>Patricia Bober</i> | <i>Jordan Gutierrez</i> | <i>Michelle Remite-Berthet</i> |
| <i>Katelyn Bottcher</i> | <i>Christian Irizarry</i> | <i>Reza Sarrafian</i> |
| <i>Cameron Bublick</i> | <i>Kaitlynn Kelly</i> | <i>Matthew Scala</i> |
| <i>Monika Burzynska</i> | <i>Kyle Kirejevas</i> | <i>Gehna Shah</i> |
| <i>Rohan Chopra</i> | <i>Riley Kirejevas</i> | <i>Julianne Sheehan</i> |
| <i>Julia Cleary</i> | <i>Julia Kowalska-Zukowski</i> | <i>Vahini Shori</i> |
| <i>Patrick Coveny</i> | <i>Tomiya Legaspi</i> | <i>Faiz Silat</i> |
| <i>Thomas Demkowicz</i> | <i>Jasmine Manglavil</i> | <i>Matthew Sternesky</i> |
| <i>Samantha DiCosimo</i> | <i>Melissa Ngai</i> | <i>Brittany Walker</i> |
| <i>Kailee Donoghue</i> | <i>Nicholas Pacelli</i> | <i>Michael Zajacz</i> |
| | <i>Aneri Parekh</i> | |

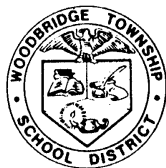
***WHEREAS**, their accomplishments bring honor and acclaim not only to the families of the aforementioned students but also to their school and to the entire community; and*

***WHEREAS**, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students.*

***NOW, THEREFORE, BE IT RESOLVED**, that the gratitude and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the aforementioned students for bringing this honor to the school district and to the Township of Woodbridge; and*

***BE IT FURTHER RESOLVED**, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to Colonia High School and to each of the honored students expressing the congratulations of the Board of Education.*

Resolution



WHEREAS, Sharmi Shah, a junior from Colonia High School, participated in the 35th Annual Nokia Bell Labs North Jersey Regional Science Fair held at Rutgers University, on March 9 – 10, 2018, and was selected as one of the top twelve projects from the 123 entries as an Intel International Science and Engineering Fair (ISEF) Finalist; and

WHEREAS, after a second round of interviews, poster judging and oral presentation **Sharmi Shah** was selected as one of the six Trip Winners to represent New Jersey and the United States at the 2018 International Science and Engineering Fair which will be held in Pittsburgh, Pennsylvania on May 13 – 18, 2018; and

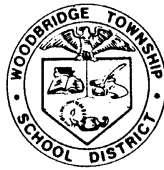
WHEREAS, this outstanding accomplishments bring honor and acclaim not only to **Sharmi Shah**, but also to her school and to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to **Sharmi Shah** for bringing this honor to the school district, and the Township of Woodbridge.

NOW, THEREFORE, BE IT RESOLVED, that the congratulations and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to **Sharmi Shah**; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to Colonia High School expressing the congratulations of the Board of Education.

Resolution



WHEREAS, thirty-nine students from John F. Kennedy Memorial High School were selected for induction into the National Honor Society; and

WHEREAS, this achievement is the highest honor a school district is able to confer upon a student; and

WHEREAS, the following students were selected for their academic excellence:

| | | |
|--------------------------|--------------------------|-------------------------|
| <i>Jeffry Alfaro</i> | <i>Juliana Impaglia</i> | <i>Dikshita Patel</i> |
| <i>Aimun Akhtar</i> | <i>Kirsten Javier</i> | <i>Urvish Patel</i> |
| <i>Akhilesh Arya</i> | <i>Jayla Johnson</i> | <i>Elisa Pinkowitz</i> |
| <i>Niranjan Behera</i> | <i>Moksha Kachhia</i> | <i>Samiksha Raman</i> |
| <i>Justine Bennet</i> | <i>Umair Kadri</i> | <i>Priya Shah</i> |
| <i>Shivani Bhatt</i> | <i>Keshav Kalia</i> | <i>Yash Shah</i> |
| <i>Lois Cho</i> | <i>Vidhi Kapoor</i> | <i>Ghada Shehata</i> |
| <i>Abhishek Dave</i> | <i>Caitlyn Kennedy</i> | <i>Miranda Sica</i> |
| <i>Karan Dedhia</i> | <i>Sadaf Manjara</i> | <i>Devangi Vachhani</i> |
| <i>Jenna Della Torre</i> | <i>Sydney Mellage</i> | <i>David Valverde</i> |
| <i>Aashi Faldu</i> | <i>Dara Mendez</i> | <i>Rhea Vanjani</i> |
| <i>Nicholas Garison</i> | <i>Abhiram Pasumarti</i> | <i>Sarah Velez</i> |
| <i>Chris Gomez</i> | <i>Alisha Patel</i> | <i>Michael Vira</i> |

WHEREAS, these accomplishments bring honor and acclaim not only to the families of the aforementioned students but also to their school and to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students.

NOW, THEREFORE, BE IT RESOLVED, that the congratulations and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the aforementioned students for bringing this honor to the school district and to the Township of Woodbridge; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to John F. Kennedy Memorial High School and to each of the honored students expressing the congratulations of the Board of Education.

Resolution



WHEREAS, twelve students from Avenel Middle School were selected for induction into the National Junior Honor Society; and

WHEREAS, this achievement is the highest honor a school district is able to confer upon a student; and

WHEREAS, the following students were selected for their academic excellence:

Katherine Aina

Dylan DaCunha

Angelisse Lopez

Shayrra Manalo

Miriam Meshreky

Kara Mitch

Ana Robles

Julia Scotto

Jeydan Solomon

Elizabeth Spillar

Kacie Turnbull

Anna Simone Youssef

WHEREAS, these accomplishments bring honor and acclaim not only to the families of the aforementioned students but also to their school and to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students.

NOW, THEREFORE, BE IT RESOLVED, that the congratulations and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the aforementioned students for bringing this honor to the school district and to the Township of Woodbridge; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to Avenel Middle School and to each of the honored students expressing the congratulations of the Board of Education.

Resolution



WHEREAS, sixty-two students from Fords Middle School were selected for induction into the National Junior Honor Society; and

WHEREAS, this achievement is the highest honor a school district is able to confer upon a student; and

WHEREAS, the following students were selected for their academic excellence:

*Amal Ahmed
Sofia Alvarez
Alexa Andreola
Samantha Ayers
Natalee Barto
Ricardo Bazan
Kevin Catalon
Trinity Chipepo
Mackenzie Coleman
Cameran Comollo
Elizabeth DeLeon
Rachel Egan
Tanisha Gadhavi
Bhupinder Gill
Melany Gomez
Ryan Gonzales
Ray Greenidge
Kayla Hackett
Luisa Hinterstein
Hannah Holness
Adreanna Hricko*

*Chalsea Ilagan
Esha Kamath
Lia Katarski
Colleen Kester
Jessica Kral
Tyler Lako
Darshan Lakshminarayanan
Tara Mahon
Karthik Manian
Anantesh Mohapatra
Ibrahim Mudassar
Katie Nguyen
Jodi Zada Owusu
David Oyefesobi
Katherine Page
Sarah Pajaro
Kush Patel
Shane Pereira
Katherina Pinto
Barbara Pszeniczna*

*Jorrel Rajan
Maira Raza
Meilani Rea
Matthew A. Rivera
Bianca Robinson
Tyler Rock
Cameron Rock
Morgan Ryan
Katrina SanPedro
Marc Shimko
Michelle Solano
Diya Vaid
Alexander Valientes
Alexandra Valladares
Shakthi Venkatesan
Jada Williams
Kalel Wong
Daria Wroblewski
Richard Wu
Madison Yip
Christy Zheng*

WHEREAS, these accomplishments bring honor and acclaim not only to the families of the aforementioned students but also to their school and to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students.

NOW, THEREFORE, BE IT RESOLVED, that the congratulations and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the aforementioned students for bringing this honor to the school district and to the Township of Woodbridge; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to Fords Middle School and to each of the honored students expressing the congratulations of the Board of Education.

Resolution



***WHEREAS**, thirty-four students from Iselin Middle School were selected for induction into the National Junior Honor Society; and*

***WHEREAS**, this achievement is the highest honor a school district is able to confer upon a student; and*

***WHEREAS**, the following students were selected for their academic excellence:*

| | | |
|-------------------------------|---------------------------------|------------------------------------|
| <i>Yousef Abdelaal</i> | <i>Henna Jadav</i> | <i>Khushi Patel</i> |
| <i>Apurva Amin</i> | <i>Lavanya Jasra</i> | <i>Kripa Patel</i> |
| <i>Roshni Aneja</i> | <i>Deexa Kachhia</i> | <i>Sakshi Patel</i> |
| <i>Eshan Ankulkar</i> | <i>Rida Kadri</i> | <i>Amisha Raikar</i> |
| <i>Potri Barama</i> | <i>Yumna Khan</i> | <i>Shreesaran Satapathy</i> |
| <i>Neha Baskaran</i> | <i>Hiya Mavani</i> | <i>Yaksha Seth</i> |
| <i>Amanda Castillo</i> | <i>Bansari Mistry</i> | <i>Aaryaa Shah</i> |
| <i>Saiashraya Cheg</i> | <i>Anusha Kini-Nayak</i> | <i>Bharath Srividhya</i> |
| <i>Jiselle D'Souza</i> | <i>Aashita Patel</i> | <i>Anaina Vineeth</i> |
| <i>Aarushi Gaikwad</i> | <i>Dev V. Patel</i> | <i>Victoria Vira</i> |
| <i>Aroosha Irfan</i> | <i>Diya Patel</i> | <i>Stephanie Yu</i> |
| | <i>Durva Patel</i> | |

***WHEREAS**, these accomplishments bring honor and acclaim not only to the families of the aforementioned students but also to their school and to the entire community; and*

***WHEREAS**, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned students.*

***NOW, THEREFORE, BE IT RESOLVED**, that the congratulations and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the aforementioned students for bringing this honor to the school district and to the Township of Woodbridge; and*

***BE IT FURTHER RESOLVED**, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to Iselin Middle School and to each of the honored students expressing the congratulations of the Board of Education.*

Resolution



WHEREAS, the Pennsylvania Avenue School #27 student council, for the past 25 years, has organized two food drives a year to help support various food pantries throughout Woodbridge Township; and

WHEREAS, the food drive helps provide food and other basic necessities to all Woodbridge Township residents in need; and

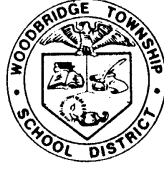
WHEREAS, this outstanding accomplishment brings honor and acclaim not only to the individual students, their school and the school district, but also to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their gratitude to the Pennsylvania Avenue School #27 student council and their advisors, Marcelle Aldredge and Gina Kraese.

NOW, THEREFORE, BE IT RESOLVED, that the gratitude and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the Pennsylvania Avenue School #27 student council and their advisors, Marcelle Aldredge and Gina Kraese for bringing this honor to their school, the school district and the township of Woodbridge; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to the Pennsylvania Avenue School #27 student council expressing the congratulations of the members of the Board of Education.

Resolution



***WHEREAS,** the students of **Pennsylvania Avenue School #27** have participated in the Trex Recycling Program; and*

***WHEREAS,** the Trex Recycling Program helps keep thousands of pounds of waste out of landfills and provides a better understanding and appreciation for the importance of recycling; and*

***WHEREAS,** the students collected over 2,000 pounds of plastic to the recycling program; and*

***WHEREAS,** this outstanding accomplishment brings honor and acclaim not only to the individual students, their school and the school district, but also to the entire community; and*

***WHEREAS,** it is the desire of the members of the Board of Education of the Township of Woodbridge to express their gratitude to the **Pennsylvania Avenue School #27** and their advisor **Rhondi Solomon**.*

***NOW, THEREFORE, BE IT RESOLVED,** that the gratitude and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to **Pennsylvania Avenue School #27** and their advisor **Rhondi Solomon** for bringing this honor to their school, the school district and the township of Woodbridge; and*

***BE IT FURTHER RESOLVED,** that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to **Pennsylvania Avenue School #27** expressing the congratulations of the members of the Board of Education.*

The **Policy and Planning Committee**, on recommendation of the Superintendent of Schools, presents the following:

1. That the Board of Education adopt the attached resolution acknowledging twenty-four individuals who have been selected as Presidents' Council Volunteers of the Year.
2. That the Board of Education adopt the attached resolution acknowledging the Home Depot of Colonia for their generous donation of utility buckets and water worth over \$1,000.00 to Claremont Avenue School #20.
3. That the Board of Education adopt the attached resolution acknowledging Richard McDermott of Investors Bank for the generous donation of Marvel Universe Live tickets to the R.I.S.E. program.
4. That the Board of Education adopt the attached resolution acknowledging Maryalice Jacko for coordinating the gift auction for Project Graduation at John F. Kennedy Memorial High School for the past eight years.
5. That the Board of Education adopt the attached resolution commending Paul Ludwig for his heroic efforts at Ford Avenue School #14.
6. That the Board of Education adopt the attached resolution proclaiming the month of May 2018 as National Military Appreciation Month.
7. That the Board of Education adopt the attached resolution proclaiming the month of May 2018 as Kindness Awareness Month.
8. That the Board of Education adopt the attached resolution proclaiming the month of May 2018 as National Physical Fitness and Sports Month.
9. That the Board of Education adopt the attached resolution proclaiming the week of May 7-11, 2018, as Teacher Appreciation Week.
10. That the Board of Education adopt the attached resolution proclaiming the week of May 13-19, 2018, as National Police Week.
11. That the Board of Education adopt the attached resolution proclaiming the week of May 13-19, 2018, as Special Education Week.
12. That the Board of Education adopt the attached resolution proclaiming May 9, 2018, as National School Nurse Day.
13. That the Board of Education adopt the following revised policy:

| Policy No. | Description |
|---------------|---|
| 4112.4/4212.4 | Employee Health (2 nd Reading) |
| 5131 | Conduct/Discipline (1 st Reading) |
| 5131.1 | Harassment, Intimidation and Bullying (1 st Reading) |
| 5131.5 | Vandalism/Violence (1 st Reading) |
| 5131.6 | Drugs, Alcohol, Steroids, Nicotine (1 st Reading) |
| 5145.4 | Equal Educational Opportunity (1 st Reading) |
| 6171.4 | Special Education (1 st Reading) |

14. That the Board of Education appoint First Health, located at 10 Parsonage Road, Suite 102, Edison, NJ 08837, to perform physicals and complete the annual middle school Athletic Pre-participation Physical Examination forms for the 2018-2019 school year at a cost of \$60.00 per student. (Payment will be upon vouchers submitted from account #11-000-213-320-60-Z-BB-00).

15. That the Board of Education appoint Kenneth G. Swan, Jr., MD, Atlantic Sports Medicine, 8 Brian Court, Farmingdale, NJ 07727, as team physician for Colonia, John F. Kennedy Memorial, and Woodbridge High Schools for the 2018-2019 school year. Dr. Swan, or a physician designated by him, from University Orthopedic Associates, LLC, shall receive payment for services in the amount of \$6,000.00. The services provided shall be:

- Coverage at all home football games, both regular season and playoff games.
- Wrestling Team certification for all three high schools.
- Consultant to certified athletic trainers on matters of athletic injuries.
- Additional coverage of special events and/or tournaments.

16. That the Board of Education appoint Dr. Dhimant Balar, DBNJ Sports Medicine, 77-55 Schanck Road, Suite B9, Freehold, NJ 07728, for the 2018-2019 school year. Dr. Balar shall receive payment for services in the amount of \$13,000.00. The services provided shall be as follows:

- Sign School Nurses' Manual protocols.
- Act as a Consultant to Superintendent, Assistant Superintendent, and Director of Special Services on matters of health.
- Sign pre-participation physical reports of prospective athletes.

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

Resolution



WHEREAS, *twenty-four individuals have been selected to receive the **Presidents' Council Volunteer of the Year Award**; and*

WHEREAS, *the following individuals were selected:*

*Michelle Parrinello
Mawbey Street School #1*

*Lori Robson
Avenel Street School #4&5*

*Marilou Trenery
Port Reading School #9*

*Kristi Hanson
Ross Street School #11*

*Shawn Ryan
Ford Avenue School #14*

*Lisa Ulaky
Indiana Avenue School #18*

*Charissa Carino
Menlo Park Terrace School #19*

*Melinda Cora
Claremont Avenue School #20*

*Sandra Varley
Oak Ridge Heights School #21*

*Kathy Cholewa
Lynn Crest School #22*

*Michelle Hilarczyk
Kennedy Park School #24*

*Judy Trobliger
Lafayette Estates School #25*

*Susan Donahue
Robert Mascenik School #26*

*Susan Palmeri
Pennsylvania Avenue School #27*

*Jennifer Ferrer
Matthew Jago School #28*

*Kimberly Bialkowski
P.A.C.E*

*Annie Greener
Avenel Middle School*

*Cristine Clemente
Colonia Middle School*

*Aldina Branco
Fords Middle School*

*Lisa Burns
Iselin Middle School*

*Nicole Nagy
Woodbridge Middle School*

*Sonia Soyka
Colonia High School*

*Maryalice Jacko
John F. Kennedy High School*

*Susan Gulyas
Woodbridge High School*

WHEREAS, *these accomplishments bring honor and acclaim not only to the individuals aforementioned but also to the school district and to the entire community; and*

WHEREAS, *it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned individuals.*

NOW, THEREFORE, BE IT RESOLVED, *that the congratulations and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the aforementioned individuals on being selected as the **Presidents' Council Volunteer of the Year**.*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to each of the volunteers expressing the congratulations of the Board of Education.*

Resolution



WHEREAS, Home Depot of Colonia, has become a leading supporter of the Woodbridge Township school district; and

WHEREAS, Home Depot of Colonia, has portrayed an abundance of generosity and support for a local school district; and

WHEREAS, Home Depot of Colonia, has generously donated over one thousand dollars worth of utility buckets and water to Claremont Avenue School #20; and

WHEREAS, the donation made by the Home Depot of Colonia, will assist the students at Claremont Avenue School #20 in assembling "Emergency Buckets" for each classroom; and

WHEREAS, the Board of Education of the Township of Woodbridge wishes to publicly acknowledge the contribution made by the Home Depot of Colonia to the school district.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Education of the Township of Woodbridge wish to extend their appreciation to Home Depot of Colonia for their support of the school district; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy forwarded to Home Depot of Colonia, with a suitable expression of gratitude from the members of the Board of Education.

Resolution



WHEREAS, Investors Bank, has become a leading supporter of the Woodbridge Township school district; and

WHEREAS, Investors Bank, has portrayed an abundance of generosity and support for a local school district; and

WHEREAS, Richard McDermott, Director of Reverse Home Mortgages, Investors Bank, has generously donated tickets to the Marvel Universe Live show, that included a luxury suite, food, and beverages to all the students at the Woodbridge Township School District R.I.S.E program; and

WHEREAS, the donation made by Investors Bank, was enjoyed and appreciated by every student in the R.I.S.E program; and

WHEREAS, the Board of Education of the Township of Woodbridge wishes to publicly acknowledge the contribution made by Investors Bank, to the school district.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Education of the Township of Woodbridge wish to extend their appreciation to Richard McDermott and Investors Bank, for their support of the school district; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy forwarded to Investors Bank, with a suitable expression of gratitude from the members of the Board of Education.

Resolution



WHEREAS, Maryalice Jacko, has coordinated the John F. Kennedy Memorial High School gift auction for the past eight years, from 2010-2017, and;

WHEREAS, Maryalice Jacko, has raised a total of over \$396,000.00, for the Project Graduation program at John F. Kennedy Memorial High School and;

WHEREAS, the John F. Kennedy Memorial High School gift auction is held every year and was intended to provide funds to be donated to the Project Graduation program at John F. Kennedy's Memorial High School; and

WHEREAS, this accomplishment brings honor and acclaim not only to the school district but to the entire community; and

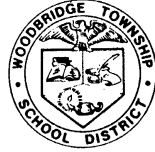
WHEREAS, the Board of Education of the Township of Woodbridge wishes to publicly acknowledge the time and effort made by Maryalice Jacko, to the school district.

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their appreciation to Maryalice Jacko.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Education of the Township of Woodbridge wish to extend their appreciation to Maryalice Jacko, for her support of the school district; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy forwarded to Maryalice Jacko, with a suitable expression of gratitude from the members of the Board of Education.

Resolution



***WHEREAS**, a student from Ford Avenue School #14 suffered a life threatening medical emergency during the school day; and*

***WHEREAS**, **Paul Ludwig**, acted immediately in a crisis situation and was able to assist upon witnessing a student choking and in distress; and*

***WHEREAS**, this instantaneous emergency reaction was instrumental in saving the life of the student; and*

***WHEREAS**, it is the desire of the Board of Education to publicly acknowledge the heroic efforts made by **Paul Ludwig**; and*

***NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Township of Woodbridge hereby expresses its deepest appreciation, heartfelt thanks, and recognition to **Paul Ludwig**, for his heroic efforts in saving the life of the student; and*

***BE IT FURTHER RESOLVED**, that the Board of Education recognizes that the immediate response from **Paul Ludwig** has identified him as a hero in our community; and*

***BE IT FURTHER RESOLVED**, that **Paul Ludwig**, be commended by the Board of Education and a copy of this resolution be presented as a small token of appreciation for a life-saving action.*

Resolution



WHEREAS, in 1999 legislation passed in the United States Senate designating the month of May, as ***National Military Appreciation Month***; and

WHEREAS, ***National Military Appreciation Month*** has increased national awareness of the sacrifices that have been made to preserve the freedoms and liberties that enrich our Nation; and

WHEREAS, the members of the Board of Education of the Township of Woodbridge call for recognition, awareness, and respect of all contributions, efforts, and sacrifices made by all members of United States Armed Forces; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Woodbridge endorses the observance of the month of May as ***National Military Appreciation Month***, as a way to honor all members of the military for their relentless sacrifices;

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy sent to each school in the district.

Resolution



WHEREAS, it is essential to teach the ways of kindness to our children so that they may become happy, healthy, peaceful and productive members of society; and

WHEREAS, kindness gives hope for the future and empowers children to reach their full potential in life regardless of the situation; and

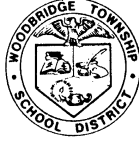
WHEREAS, kindness is contagious and our lives affect others with whom we come in contact on a day-to-day basis; and

WHEREAS, the Legislature of the State of New Jersey declares May 2018 as **Kindness Awareness Month** in recognition of the importance kindness plays.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Woodbridge endorses the observance of **Kindness Awareness Month** as an opportunity to learn new ways of kindness, committing random acts of kindness and encouraging happiness and productivity through individual and social responsibility throughout the year; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education of the Township of Woodbridge and a copy sent to each school in the district.

Resolution



***WHEREAS,** physical inactivity is a major health risk factor in this country today; and*

***WHEREAS,** the percentage of overweight young people has more than tripled since 1980; and*

***WHEREAS,** nationally, one out of four children do not attend any school physical education classes and only one of three get physical activity every day; and*

***WHEREAS,** the nation's leadership recognizes that physical inactivity is a serious, nationwide health problem; and*

***WHEREAS,** physical activity is necessary to support the normal growth in children, and is essential to the continuing health and well-being of youth and adults; and*

***WHEREAS,** physical activity reduces risks of heart disease, high blood pressure, diabetes, chronic low back pain and certain types of cancer; and*

***WHEREAS,** the 60 million school-aged children and youth have the potential to acquire the knowledge, skills and values that can lead to a lifetime of physically active and healthy living.*

***NOW, THEREFORE, BE IT RESOLVED,** that the Woodbridge Township Board of Education proclaims May 2018 as **National Physical Fitness and Sports Month**; and*

***BE IT FURTHER RESOLVED,** that the Board of Education of the Township of Woodbridge urges individuals and families to use the month of May as **National Physical Fitness and Sports Month**, and to renew their commitment to make regular physical activity a part of their lives and quality physical education programs part of the community schools; and*

***BE IT FURTHER RESOLVED,** that a copy of this resolution be spread on the minutes of the Board of Education of the Township of Woodbridge and a copy sent to each school in the district.*

Resolution



***WHEREAS,** America depends upon successful school instructional programs that meet the needs of every child; and*

***WHEREAS,** America's teachers are carrying out a major responsibility in preparing our young people to assume their roles as effective citizens; and*

***WHEREAS,** teachers are challenged daily to reach out to every student regardless of ability, interest in learning, social or economic background, handicap, race, religion, creed, or ethnic origin -- to provide the assistance and guidance necessary for full intellectual development; and*

***WHEREAS,** teachers contribute to the economic growth of this nation by providing students the skills that make them a viable part of the work force; and*

***WHEREAS,** teachers are molding lives and shaping the future of the next generation; and*

***WHEREAS,** teachers represent an investment in the life of this community, and deserve the deepest respect and admiration of our citizens.*

***NOW, THEREFORE, BE IT RESOLVED,** that the Woodbridge Township Board of Education proclaims May 7 – 11, 2018, as **Teacher Appreciation Week**, as a time for public recognition of the contributions provided by the teacher toward the development of this community, and for the influence of the teacher upon the lives of community members; and*

***BE IT FURTHER RESOLVED,** that the members of the Board of Education of the Township of Woodbridge hereby extend their gratitude and best wishes to each and every member of the district teaching staff; and*

***BE IT FURTHER RESOLVED,** that a copy of this resolution be spread on the minutes of the Board of Education of the Township of Woodbridge, and a copy sent to each school in the district.*

Resolution



***WHEREAS,** in 1962, President John F. Kennedy signed a proclamation which designated May 15th, as Peace Officers' Memorial Day and the calendar week in which that date falls as **National Police Week**; and*

***WHEREAS,** **National Police Week**, is a collaborative effort of many organizations dedicated to honoring America's law enforcement community; and*

***WHEREAS,** each year our nation loses between 140-160 law enforcement officers in the line of duty; and*

***WHEREAS,** **National Police Week**, pays special recognition to those in law enforcement who have lost their lives in the line of duty for the safety and protection of others; and*

***WHEREAS,** our Nation comes together during **National Police Week, May 13-19, 2018**, to honor and remember those law enforcement officers who made the ultimate sacrifice, as well as the family members, friends, and fellow officers they left behind; and*

***NOW, THEREFORE, BE IT RESOLVED,** that the Woodbridge Township Board of Education proclaims **May 13 – 19, 2018**, as **National Police Week**, as a time for public recognition of the contributions provided by law enforcement towards the community, and for the influence upon the lives of community members; and*

***BE IT FURTHER RESOLVED,** that the members of the Board of Education of the Township of Woodbridge hereby extend their gratitude and best wishes to each and every member of law enforcement; and*

***BE IT FURTHER RESOLVED,** that a copy of this resolution be spread on the minutes of the Board of Education of the Township of Woodbridge.*

Resolution



WHEREAS, nearly 200,000 children receive special education instruction in New Jersey's public and private schools; and

WHEREAS, thousands of special needs children are enrolled in pre-school and early intervention programs in this state; and

WHEREAS, thousands of special needs adults receive job counseling, housing assistance, and continuing education instruction in New Jersey; and

WHEREAS, the public school districts and the private schools of New Jersey make a major contribution to the public welfare by preparing thousands of exceptional persons to participate as citizens of this state and as members of society; and

WHEREAS, local public school board members as well as the boards of directors and trustees of the private schools and agencies for the handicapped in the state serve as advocates of the rights of exceptional citizens and provide an efficient lobby that represents the interests of this population; and

WHEREAS, the Board of Education of the Township of Woodbridge is strongly committed to meeting the needs of all children; and

WHEREAS, the Board of Education of the Township of Woodbridge has one of the best available special education programs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Woodbridge supports the proclamation of the New Jersey School Boards Association and the Association of Schools and Agencies for the Handicapped...Serving Individuals with Special Needs, that the week of May 13– 19, 2018, be recognized as **Special Education Week** focusing on the theme “Working Together to Build a Special Future for All”; and

BE IT FURTHER RESOLVED, that the citizenry of this state be urged to recognize the contribution of public school boards, schools, and agencies for the handicapped, educators, parents, and the students themselves, and to commend them for their dedication to ensuring quality education for the exceptional citizens of this state.

Resolution



WHEREAS, the school nurse performs valuable services for the children of our school district; and

WHEREAS, health care issues present one of the greatest challenges facing our society today; and

WHEREAS, the health needs of our children have always been the first priority of the school nurse; and

WHEREAS, the school nurse assists students to attain a high level of wellness; and

WHEREAS, the school nurse is a liaison between education and health care, providing a link between the school, home and community.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Woodbridge does proclaim May 9, 2018, as ***National School Nurse Day***; and

BE IT FURTHER RESOLVED, that the members of the Board of Education of the Township of Woodbridge hereby extend their gratitude and best wishes to all the nurses in our schools; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education of the Township of Woodbridge and a copy sent to each school in the district.

WOODBRIAGE BOARD OF EDUCATION
Woodbridge, New Jersey

FILE CODE: 4112.4/4212.4

| | |
|--------------|----------------------|
| <u> X </u> | Monitored |
| <u> X </u> | Mandated |
| <u> X </u> | Other Reasons |

Policy

EMPLOYEE HEALTH

Examinations

When a candidate has been given a conditional offer of employment, he/she shall be required to submit to a medical evaluation and a physical examination. This physical examination may include testing for controlled dangerous substances as they are defined in the criminal code. Elements of the examination of newly employed staff shall include but not be limited to those physical exam elements listed in administrative code. Employees may be required to undergo an annual physical examination.

The results of all required employee medical examinations shall be made known to the chief school administrator on a confidential basis, discussed with the employee, and made a part of his/her confidential medical record. Records and reports of examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as required by law.

In the event an employee of the board has been determined to have a mental abnormality or communicable disease or exhibits symptoms of substance abuse and, if in the opinion of the district medical inspector such condition makes the employee unfit for continued employment, the board may remove the employee from further service as provided by law or grant leave as provided by law during the period of unfitness. An employee determined to be unfit must provide the board with satisfactory proof of recovery before reinstatement will be allowed.

In the event an employee of the board shows evidence of deviation from normal physical or mental health, the district may require additional individual psychiatric or physical examinations of the employee. When an additional psychiatric or physical examination is required:

- A. The board shall provide the employee with a written statement of reasons for the required additional examination. The district board of education shall provide the employee with a hearing, if requested;
- B. The determination of the board hearing if requested shall be appealable to the commissioner;
- C. The employee may, without reprisal, refuse to waive his or her right to protect the confidentiality of medical information.

The report of the required psychiatric or physical examination shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or a statement that no such condition exists.

In order to protect the pupils and staff in the district schools, all regulations of the State Department of Education, the State Department of Health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases. Staff who have been identified as having a communicable disease shall not be permitted continued employment unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

When required examinations are performed by a physician designated by the board, the board shall bear the expense. Should an employee prefer to see his/her own physician, with board approval, the employee shall bear the expense.

EMPLOYEE HEALTH (continued)

Occupational Containment of Bloodborne Pathogens

The board is committed to provide a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal regulations.

The ECP is a key document to assist the district in implementing and ensuring compliance with the OSHA bloodborne pathogens standard, thereby protecting employees. This ECP includes:

- A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;
- B. Procedures for evaluating the circumstances surrounding an exposure incident; and
- C. The schedule and method for implementing the specific sections of the standard, including:
 - 1. Methods of compliance;
 - 2. Hepatitis B vaccination;
 - 3. Post-exposure evaluation and follow-up;
 - 4. Hazard communication requirements;
 - 5. Effective employee training;
 - 6. Recordkeeping.

The ECP shall be reviewed annually to ensure that it reflects use of the most current medical technology.

Domestic Violence

Employees who are victims of domestic violence are encouraged to contact the human services officer and seek assistance. The human resource officer shall ensure that any disclosure made by an employee regarding incidents of domestic violence is held in strict confidence, unless the domestic violence incident poses and emergent danger to the employees and the involvement of law enforcement is necessary. Any records maintained pertaining to domestic violence incidents or domestic violence counseling shall be kept separate from the employee's other personnel records.

The human resources officer shall develop and maintain a list of state and local resources, support services, treatment options, advocacy and legal services, medical and counseling services and law enforcement assistance services. This information shall be accessible and distributed to any employee who is a victim of domestic violence and/or who reports an incident of domestic violence.

Employees who are victims of domestic violence shall be notified of their entitlements under the New Jersey Security and Financial Empowerment Act (the Safe Act) including up to 20 days of unpaid leave in a 12-month period when the employee or his or her child, parent, spouse, domestic or civil union partner has been the victim of a domestic violence incident or a sexually violent offense so long as the employee has been employed by the employer for at least 12 months and has worked 1,000 hours during the 12-month period immediately preceding the leave.

The director of human resources shall develop a plan to identify, respond to, and correct employee performance issues that may be caused by a domestic violence incident.

Implementation and Dissemination

The chief school administrator in consultation with the district medical inspector shall prepare regulations to implement this policy in compliance with law and code. All employees shall receive this policy and be made aware of all requirements for health examinations.

EMPLOYEE HEALTH (continued)**FIRST READING:** March 15, 2018**SECOND READING:** April 19, 2018Key Words

Physical Examinations, Health Examinations, Employee Physicals, Nondiscrimination, Psychological Examinations, Bloodborne Pathogens

Legal References: N.J.S.A. 2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:16-3 Character of examinations
N.J.S.A. 18A:16-4 Sick leave; dismissal
N.J.S.A. 18A:16-5 Records of examinations
N.J.S.A. 18A:40-10 Exclusion of teachers and pupils exposed to disease
N.J.S.A. 18A:66-39 Disability retirement
N.J.S.A. 26:4-1 "Communicable disease" defined
N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils
N.J.S.A. 26:4-15 Reporting of communicable diseases by physicians
N.J.S.A. 26:5c-1 et seq. AIDS Assistance Act
N.J.A.C. 6A:16-2.1 et seq. Health services policy and procedure requirements
N.J.A.C. 6A:32-6.2 School Employee Physical Examinations
N.J.A.C. 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
N.J.A.C. 12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

29 CFR 1910.1030 - Bloodborne Pathogens Standard

School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Elizabeth v. Elizabeth Fire Officers Association, 10 NJPER 15022

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools, SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31

Resources: New Jersey State Police, Domestic Violence, see:
<http://www.njsp.org/division/operations/domestic-violence-info.shtml>

Domestic Violence Hotline: <http://www.thehotline.org/>

Possible

Cross References: *4111 Recruitment, selection and hiring
 *4112.6/4212.6 Personnel records
 4117.50 Standards for staff discipline
 4117.52 Dismissal/suspension
 *4119.23/4219.23 Employee substance abuse
 4150/4250 Leaves
 *4211 Recruitment, selection and hiring

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

FILE CODE: 5131

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

CONDUCT/DISCIPLINE

The Woodbridge Township Board of Education ("Board") believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board approved code of student conduct is established to achieve the following purposes:

- A. Foster the health, safety, and social and emotional well-being of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

The board of education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The board of education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The chief school administrator shall establish the degree of order necessary to the educational program in which students are engaged.

Code of Conduct

The superintendent shall oversee the development of and the board shall approve a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The code of conduct may be based on parent/guardian, and student. The superintendent has the right and authority to

CONDUCT/DISCIPLINE (continued)

impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

The board requires each student of this district to adhere to the Code of Student Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others; and
- E. Obey constituted authority and respond to those who hold that authority.

The content of the Code of Student Conduct, at a minimum, shall include:

- A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;
- B. A description of behaviors that will result in suspension or expulsion;
- C. A description of the students' rights to:
 - 1. Advance notice of behaviors that will result in suspensions or expulsions;
 - 2. Education that supports student development into productive citizens;
 - 3. Attendance in safe and secure school environment;
 - 4. Attendance in school irrespective of marriage, pregnancy, or parenthood;
 - 5. Due process and appeal procedures in accordance with law and board policy;
 - 6. Parent notifications consistent with board policy and law for law enforcement interviews (5145.11 Questioning and Apprehension), short-term and long-term suspension (5114 Suspension and Expulsion), due process and appeal procedures, and attendance (5113 Attendance, Absences and Excuses);
 - 7. Records and privacy protections (5125 Student Records).
- D. A description of comprehensive behavioral supports that promote positive student development and assist each student in fulfilling the district behavioral expectations established including:
 - 1. Positive reinforcement for good conduct and academic success;
 - 2. Supportive interventions and referral services;
 - 3. Remediation of problem behavior that takes into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and
 - 4. Behavioral interventions and supports for students with an IEP or accommodation plans.

CONDUCT/DISCIPLINE (continued)

- E. A description of responses to violations of behavioral expectations that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors that shall:
1. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 2. Be consistent with other responses as required by law for serious offenses including firearms, weapons and assault offenses;
 3. Ensure that the code of student conduct is applied equitably without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil-union, mental, physical, or sensory disability, or any other distinguishing characteristic;
 4. Be consistent with the provisions of N.J.S.A. 18A:6-1 regarding the corporal punishment of pupils.
- F. Expectations and consequences consistent board policies and procedures 5113 Attendance, Absences and excuses and 5131.1 Harassment, Intimidation and Bullying;
- G. A current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

A student may be denied privileges such as participation in extracurricular activities, school functions, sports, graduation exercises or other privileges as disciplinary sanctions in order to maintain the order and integrity of the school environment.

Student Discipline, Suspension And Expulsion

Students who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

The chief school administrator or his or her designee shall take appropriate measures to ensure that minority and male students shall not be disproportionately represented in detentions, suspensions, and expulsions.

The Code of Student Conduct shall provide for degrees of discipline including detention, an alternative class setting program, out-of-school suspension, behavioral probation, and expulsion.

In addition to any penalty that the board may impose, students may have criminal charges brought against them by the board or its administrators if the misconduct warrants such action.

CONDUCT/DISCIPLINE (continued)

- A. Pursuant to N.J.S.A. 18A:37-1 et seq., causes for suspension or expulsion of a student include, among others:
1. Continued and willful disobedience;
 2. Open defiance of the authority of any teacher or person, having authority over him;
 3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
 4. Physical assault upon another student;
 5. Taking, or attempting to take, personal property or money from another student, or from his presence, by means of force or fear;
 6. Willfully causing, or attempting to cause, substantial damage to school property;
 7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by the board, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
 8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by the board;
 9. Incitement which is intended to and does result in truancy by other students;
 10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
 11. Any conduct or behavior that threatens the safety of the students, staff, or other school personnel and/or disrupts the educational environment.
- B. Acts of violence or threats of physical harm to staff members or their property cannot be tolerated; therefore, disciplinary action up to and including expulsion may be taken against students guilty of such acts in accordance with the following:
1. Any student who threatens physical harm to staff members or their property will be subject to immediate suspension from the school setting consistent with the student's due process rights.
 2. Any student who physically attacks a staff member or willfully damages a staff member's personal property will be subject to immediate suspension from school consistent with the student's due process rights and a recommendation made to the Superintendent that an expulsion hearing be conducted by the board.
 3. In any case involving an assault upon a staff member by a student, a police complaint will be signed against the student.
- C. In situations where a student has exhibited aggressive behavior towards his/her peers, appropriate action to be taken may include:
1. Discipline;
 2. Referral to a Child Study Team; and/or
 3. Removal from the assigned school and assignment to another educational setting.
(See also Section V: Harassment, Intimidation, and Bullying Prevention.)
- D. In any disciplinary action, the student is entitled to due process. The procedures for student suspension and expulsion are set forth in policy 5114. In general, a student's due process rights include:
1. A statement in writing by the teacher or individual making the complaint of the reason or reasons for the proposed discipline;
 2. Presentation to the student by an administrator of the allegations made against him/her;
 3. A full opportunity given to the student to state his/her position;
 4. Contact with the student's parent(s) or guardian(s) by telephone **or** by letter;
 5. A conference with parents, student, and administrator.

CONDUCT/DISCIPLINE (continued)

- E. Students suspended for a long term suspension (more than 10 school days) shall be afforded a formal hearing before the board.
1. The formal hearing before the board shall be conducted by the board or delegated by the board to a board committee or to a school administrator for the purpose of determining facts and/or making recommendations. The board as a whole shall receive and consider either a transcript or detailed report on such hearing before taking final action. The hearing shall:
 - a. Include the opportunity for the student to confront and cross-examine witnesses, when there is a question of fact, and present his or her own defense and produce oral testimony or written supporting affidavits.
 - b. Take place no later than 30 calendar days following the day the student is suspended from the general education program;
 - c. Not be subject to the provisions of the "Open Public Meetings Act;" and
 - d. Result in a decision by the board, which at a minimum, shall be based on the preponderance of competent and credible evidence.
 2. The board shall provide a written statement to the student's parents of the board's decision within five school days after the close of the hearing that includes, at a minimum:
 - a. The charges considered;
 - b. A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the board at the hearing;
 - c. Factual findings relative to each charge and the board's determination of each charge;
 - d. Identification of the educational services to be provided to the student;
 - e. The terms and conditions of the suspension; and
 - f. The right to appeal the board's decision regarding the student's general education program to the Commissioner of Education.
 3. The board shall ensure the student's immediate return to the general education program if at any time it is found that the general education student is not guilty of the offense;
 4. For a student with a disability found not guilty of the offense, the student's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14-1.1 et seq. ("Special Education"); and
 5. At the completion of a long-term suspension, the board shall return the general education student to the general education program.
- F. Suspension of general education students may not be continued beyond the board's second regular meeting following the suspension, unless the board so determines.
1. The board shall determine whether or not to continue the suspension based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The board's removal decision;
 - c. The results of any relevant testing, assessments or evaluations of the student; and
 - d. The recommendation of the superintendent, principal or director of the alternative educational program or home or other out-of-school instruction program in which the student has been placed.
 2. In the event of cancellation of the first or second regular board meeting, action on the continuation of the suspension shall be considered at the next board meeting.
 3. When the board votes to continue the suspension of a general education student, the board, in consultation with the superintendent, shall review the case at each subsequent board meeting for the purpose of determining:

CONDUCT/DISCIPLINE (continued)

- a. The status of the student's suspension;
 - b. The appropriateness of the current educational program for the suspended student; and
 - c. If the suspended student's current placement should continue or if the student should return to the general education program.
- 4. When the board votes to continue the suspension of a general education student, the board, in consultation with the superintendent, shall make the final determination on:
 - a. When the student is prepared to return to the general education program;
 - b. Whether the student shall remain in an alternative education program or receive home or other in-school or out-of-school instruction; or
 - c. Whether to initiate expulsion proceedings.
- G. The board shall make decisions regarding the appropriate educational program and support services for the suspended general education student, at a minimum, based on the following criteria:
 - 1. A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate;
 - 2. The results of any relevant testing, assessments or evaluations of the student;
 - 3. The student's academic, health and behavioral records;
 - 4. The recommendation of the superintendent, principal or other relevant school or community resource; or
 - 5. Consultation with the Intervention and Referral Services team, as appropriate.
- H. The board shall provide a general education student suspended under this section with an appropriate educational program or appropriate educational services until the student graduates from high school or reaches the age of 20.
 - 1. The educational program shall be consistent with the regulations of the State Board of Education concerning regular or special education students, whichever is applicable; or
 - 2. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments.
- I. For a student with a disability who receives a long-term suspension, the board shall proceed in accordance with N.J.A.C. 6A:14-2.8 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - 1. All procedural protections set forth in N.J.A.C. 6A:14-1.1 et seq. shall be afforded to each student with a disability who is subjected to a long-term suspension.
 - 2. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - 3. The provisions of F through H above shall not apply to students with disabilities.
- J. The length of suspension depends upon the nature of the infraction. The Office of the Superintendent shall be informed monthly of all suspensions of five days or less duration. No suspension may exceed five days unless the superintendent has been informed and has given his/her consent.
- K. No suspended student may leave the building to go home unless permission to leave has been granted by a parent or a parent takes the student home. If the administrator has been unable to contact the parents, the student must remain in school until dismissal.
- L. From the time a student is notified of the suspension he/she shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students suspended shall not be eligible for attendance at any other school, with the exception of an alternate educational program, for the duration of

CONDUCT/DISCIPLINE (continued)

such disciplinary action, unless otherwise determined by the Office of Special Services. The student is considered to be reinstated at the beginning of the school day following the last day of the suspension.

- M. Every student has the right to make-up the class work missed during the period of his/her suspension. The record of absence during the period of suspension shall be made part of the student's permanent attendance record.
- N. Students may be disciplined for conduct that occurs away from school grounds, including, but not limited to, on a school bus or at a school-sponsored function consistent with the board's Code of Student Conduct. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Harassment, Intimidation, And Bullying

- A. The board acknowledges that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, demonstrating traits of good character and refusing to tolerate harassment, intimidation or bullying.
- B. The board prohibits any student from engaging in any act or behavior of harassment, intimidation, or bullying towards other students in accordance with policy 5131.1.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- 1. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or mental harm to his/her person or damage to his/her property; or
- 2. Has the effect of insulting or demeaning any student or group of students; or
- 3. Creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

CONDUCT/DISCIPLINE (continued)

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.

- C. The board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- D. The board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the board and community property on the part of students, staff and community members.
- E. The board believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ ability to grow in self-discipline.
- F. The board is committed to a policy that identifies those students who become involved in any act or behavior of harassment, intimidation, or bullying. In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the age, developmental and maturity levels of the parties involved, the degrees of harm, the surrounding circumstances, the nature and severity of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. In determining remedial measures, school administrators should consider various personal and environmental factors. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that appropriate consequences and remedial responses should be determined, consistent with the case law, Federal and State statutes, regulations and policies and board policies and procedures.
- G. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response at the classroom, school building or school district levels or by law enforcement officials.
- H. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the conduct and the school’s response to the conduct, in the context of acceptable student behavior and the consequences of such conduct, and to involvement of law enforcement officers, including school resource officers, as appropriate.
- I. Parents and students may anonymously report an incident of harassment, intimidation, or bullying. Disciplinary action may not be based solely on the basis of an anonymous report.
- J. The board will not tolerate any reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. School employees, students, and volunteers must not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who provides reliable information about an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action

CONDUCT/DISCIPLINE (continued)

for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and Board policies and procedures.

- K. The board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Appropriate remedial action takes into account the nature of the behavior, the developmental age of the student, the student's history of problem behaviors and performance, and may include the following:
 - 1. A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate; and
 - 2. Supportive interventions and referral services, including those at N.J.A.C. 6A:16-8;
- L. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.
- M. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall include discipline in accordance with board policies, procedures and agreement.
- N. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- O. Notice of the board's policy will appear in any board publication that sets forth the comprehensive rules, procedures, and standards of conduct for schools within the school district and in any student handbook. Provisions shall be made for informing parents/ guardians whose primary language is other than English.
- P. The superintendent may in his or her discretion establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.
- Q. The board shall:
 - 1. Annually review the training needs of district staff for the effective implementation of the harassment, intimidation and bullying policies, procedures, programs and initiatives of the board and implement staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the Code of Student Conduct, as determined appropriate by the board.

Information regarding the board's policy against harassment, intimidation, or bullying shall be incorporated into the board's employee training program.

- 2. Develop a process for annually discussing the board's harassment, intimidation or bullying policy with students; and
- 3. Annually review the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district and implement programmatic or other responses, if determined appropriate by the board.

The programs or other services shall be planned in consultation with parents, students and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students and school administrators, as appropriate.

CONDUCT/DISCIPLINE (continued)

Threatening Behavior Prevention

The board recognizes that school personnel must take seriously all suggestions, demonstrations, or communications of threatening behavior. When confronted with an actual situation in which threatening behavior or ideation is present, immediate mobilization of all appropriate resources is paramount.

Racial and Bias Incidents

The building principal will report racial and bias harassment incidents to the county prosecutor as appropriate.

Authority of School Personnel

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process rights to notice, hearing, and appeal. Teaching staff members and other employees of this board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of the board.

Detaining Students

No student is to be detained at the elementary school or middle school level after the close of the regular school day unless the student's parent(s) have been contacted and informed that the student is going to be detained. Notification to parent(s) is the responsibility of school personnel. Notification should be made prior to the departure of school buses. If parent cannot be contacted, the student should be detained on another day. It shall be the responsibility of the superintendent to promulgate guidelines to implement this policy.

Students with Disabilities

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP and accommodation plans. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Student Behavioral Infractions

Students who display chronic behavioral or academic problems may be referred to the child study team by the principal for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C.

CONDUCT/DISCIPLINE (continued)

6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Weapons Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the board approved code of student conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed annually and updated along with the code of student conduct. This process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the ~~Electronic Violence and Vandalism Reporting System~~. **Student Safety Data System (SSDS).**

Implementation

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

The board shall review and update the code of student conduct annually. The code of student conduct shall be disseminated annually to all school staff, students and parents/guardians.

The chief school administrator shall report as required by law to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the ~~Electronic~~

CONDUCT/DISCIPLINE (continued)~~Violence and Vandalism Reporting System.~~ **Student Safety Data System (SSDS).**

Employees shall receive annual training on the code of student conduct, including training on the prevention, intervention, and remediation of student conduct that violates the code of student conduct. Information on the code of student conduct shall be incorporated into the orientation for new employees.

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Conduct, Discipline, Student Conduct, Weapons, Vandalism, Harassment, Intimidation, Bully, Bullying,

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:12-1 Definition of assault
N.J.S.A. 2C:33-19 Paging devices, possession by students
N.J.S.A. 2C:39-5 Unlawful possession of weapons
N.J.S.A. 18A:6-1 Corporal punishment of students
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:25-2 Authority over students
N.J.S.A. 18A:36-19a Newly enrolled students; records and identification
N.J.S.A. 18A:37-1 et seq. Discipline of Students
See particularly:
N.J.S.A. 18A:37-13.2, -14
N.J.S.A. 18A:37-15 et seq.
N.J.S.A. 18A:40A-1 et seq. Substance Abuse
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-1.4, -2.4
 -4.1, -5.1, -5.4, -5.6, -5.7, -6.1, -6.2,
 -7.1 through -7.5

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

See also Commissioners' Decisions indexed under "Students – Punishment of" in Index to N.J. School Law Decisions

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual

CONDUCT/DISCIPLINE (continued)

orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible

| | | |
|---------------------------------|--------------|---|
| <u>Cross References:</u> | *1220 | <u>Ad hoc</u> advisory committees |
| | *1410 | Local units |
| | 3517 | Security |
| | *3541.33 | Transportation safety |
| | *4131/4131.1 | Staff development; inservice education/visitation conferences |
| | 4138/4238 | Employee protection |
| | *4231/4231.1 | Staff development; inservice education/visitation conferences |
| | 5000 | Concepts and roles in student personnel |
| | 5010 | Personal goals and objectives for students |
| | *5020 | Role of parents/guardians |
| | *5113 | Absences and excuses |
| | *5114 | Suspension and expulsion |
| | *5124 | Reporting to parents/guardians |
| | *5127 | Commencement activities |
| | *5131.5 | Vandalism/violence |
| | *5131.6 | Drugs, alcohol, tobacco (substance abuse) |
| | *5131.7 | Weapons and dangerous instruments |
| | 5132 | Dress and grooming |
| | 5145 | Rights |
| | 5145.2 | Freedom of speech/expression |
| | *5145.4 | Equal educational opportunity |
| | *5145.6 | Student grievance procedure |
| | *5145.11 | Questioning and apprehension |
| | *5145.12 | Search and seizure |
| | *6145 | Extracurricular activities |
| | *6164.4 | Child study team |
| | *6171.4 | Special education |
| | *6172 | Alternative educational programs |

*Indicates policy is included in the Critical Policy Reference Manual.

HARASSMENT, INTIMIDATION AND BULLYING

The Woodbridge Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Woodbridge School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or BullyingStudents

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the nature of the student's disability, if any and to the extent relevant; the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Referral to disciplinarian;
- 4. In-school suspension during the school week or the weekend;
- 5. After-school programs;
- 6. Out-of-school suspension (short-term or long-term);
- 7. Legal action; and
- 8. Expulsion.

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
 - h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Involvement of school disciplinarian;
 - k. Student counseling;
 - l. Parent conferences;
 - m. Student treatment; or
 - n. Student therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Adjustments in hallway traffic;
 - h. Modifications in student routes or patterns traveling to and from school;
 - i. Supervision of students before and after school, including school transportation;
 - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 - k. Teacher aides;
 - l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - m. General professional development programs for certificated and non-certificated staff;
 - n. Professional development plans for involved staff;
 - o. Disciplinary action for school staff who contributed to the problem;
 - p. Supportive institutional interventions, including participation of the intervention and referral services team;
 - q. Parent conferences;
 - r. Family counseling;
 - s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

- A. Consequences
 - 1. Admonishment;
 - 2. Temporary removal from the classroom;
 - 3. Deprivation of privileges;
 - 4. Referral to disciplinarian;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;
- j. Conferences;
- k. Treatment; or
- l. Therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying committed by an adult or youth against a student:

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The school administrator shall take into account the circumstances of the incident when providing notification to parents and guardians of all students involved in the reported harassment, intimidation, or bullying incident. The circumstances of the incident shall be considered conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

District Anti-Bullying Coordinator

The superintendent shall appoint a district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

HARASSMENT, INTIMIDATION AND BULLYING (continued)

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety/school climate team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety/School Climate Team

The board shall form a school safety/school climate team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety/school climate team shall consist of the principal or his or her designee a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members ~~to be~~ determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

A parent shall be on the school safety/school climate team only in regard to general school climate issues and shall not participate in activities that may compromise a student's confidentiality. Other members of the school safety/school climate team who are not authorized to access student records (see board policy 5125 Student Records) shall be on the team only in regard to general school climate issues and shall not participate in activities that may compromise a student's confidentiality.

HARASSMENT, INTIMIDATION AND BULLYING (continued)Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 1. Taking of statements from victims, witnesses and accused;
 2. Careful examination of the facts;
 3. Support for the victim; and
 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
 1. Any services provided;
 2. Training established;
 3. Discipline imposed; or
 4. Other action taken or recommended by the superintendent.
- F. The superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
 1. The nature of the investigation;
 2. Whether the district found evidence of harassment, intimidation, or bullying; or
 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.
- G. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and

HARASSMENT, INTIMIDATION AND BULLYING (continued)

provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the principal, in conjunction with the school anti-bullying specialist shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted

HARASSMENT, INTIMIDATION AND BULLYING (continued)

service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);

HARASSMENT, INTIMIDATION AND BULLYING (continued)

- 10. Legal action;
- 11. Withholding of Increment;
- 12. Suspension;
- 13. Expulsion;
- 14. Termination;
- 15. Termination of service agreements or contracts (vendors, volunteers);
- 16. Public sanction (board members);
- 17. Ethics charges (some administrators, board members).

B. Remedial Measures

- 1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Peer support group;
 - d. Recommendations of a student behavior or ethics council;
 - e. Corrective instruction or other relevant learning or service experience;
 - f. Supportive student interventions, including participation of the intervention and referral services team;
 - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
 - h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Involvement of school disciplinarian;
 - k. Counseling;
 - l. Conferences;
 - m. Treatment; or
 - n. Therapy.
- 2. Environmental (Classroom, School Building or School District)
 - a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Supervision;
 - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - i. General professional development programs for certificated and non-certificated staff;
 - j. Professional development plans for involved staff;
 - k. Disciplinary action;
 - l. Supportive institutional interventions, including participation of the intervention and referral services team;
 - m. Conferences;
 - n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board concerning the written information about a harassment, intimidation, or bullying investigation. The request for a board hearing shall be filed with the board secretary no later than 60 calendar days after the written information is received by the parents or guardians. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Approved Private Schools For Students With Disabilities (PSSDs)

The board is committed to ensuring that all district students that require placement in approved private schools for students with disabilities (PSSD) have the safe and civil environment in their school placement necessary for students to learn and achieve high academic standards. All approved PSSDs receiving students with disabilities from this district shall be committed to treating their students with civility and respect, and shall refuse to tolerate harassment, intimidation or bullying.

When an approved PSSD receives a complaint or report of an act of harassment, intimidation, or bullying involving a district student placed in the approved PSSD that occurred on a district school bus, at a district school-sponsored function and off school grounds, the approved PSSD shall notify the anti-bullying coordinator of the report or complaint.

The chief school administrator shall assign a school anti-bullying specialist to investigate a complaint or report of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved PSSD. The investigation conducted by the district anti-bullying specialist shall be in consultation with the approved PSSD.

The full-time non-teaching principal of the approved PSSD shall report to the anti-bullying coordinator and the child study team director, any complaint or report of an act of harassment, intimidation, or bullying involving a district student placed in the approved PSSD that occurred at the PSSD or an activity sponsored by the PSSD. The report shall include the names of the district students who are parties to the harassment, intimidation, or bullying investigation and the results of each investigation. The principal of the approved PSSD shall make this report to the district anti-bullying coordinator and to the student's parents/guardians no later than five school days following the investigation's completion. The report to the district shall include information on any service(s) provided; training established; and, discipline imposed or other action taken or recommended by the full-time non-teaching principal of the PSSD.

Once an incident of harassment, intimidation, or bullying is identified, the full-time non-teaching principal of the approved PSSD shall determine the appropriate response to address the individual circumstances in consultation and conjunction with appropriate district staff, as necessary. The approved PSSD shall not, pursuant to N.J.A.C. 6A:14-7.6(f), unilaterally implement disciplinary action involving removal to an interim alternative educational setting, suspension of more than 10 consecutive or cumulative school days in a school year or termination of placement. Disciplinary action involving suspension and expulsion from the approved PSSD shall be implemented in conjunction with the district and according to law (N.J.A.C. 6A:14-2.8) and board policies 5114 Suspension and Expulsion and 6171.4 Special Education.

Parents or guardians of students who are parties to a harassment, intimidation, or bullying investigations conducted by this district or an approved PSSD in which their child is placed may request a hearing before the board of education concerning the information received about an investigation. Any request for a hearing before the board of education shall be filed within 60 calendar days after the written information about the harassment, intimidation, or bullying investigation is received by the district and the parents or guardians. The hearing before the board shall be scheduled in collaboration with the approved PSSD and held by the board within 10 business days of the request. The approved PSSD and the board shall coordinate the policies and procedures for conducting such hearings.

HARASSMENT, INTIMIDATION AND BULLYING (continued)Week of Respect

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program, through the director of personnel services, on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

The board shall annually examine the training needs of school employees and volunteers who have significant contact with students for the effective implementation of the harassment, intimidation, or bullying policies, procedures, programs, and initiatives of the district board of education and implement training programs for school employees and volunteers who have significant contact with students. The annual examination of training needs shall take into consideration the findings of the annual review and update of the code of student conduct.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the New Jersey Student Learning Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

The superintendent will annually submit the report to the Department of Education utilizing the ~~Electronic Violence and Vandalism Reporting system (EVVRS)~~. **Student Safety Data System (SSDS)**. The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, any report(s) and/or finding(s) of the school safety/school climate team(s). The board shall also make any necessary revisions and additions to this policy as required by law. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision.

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The superintendent shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall

HARASSMENT, INTIMIDATION AND BULLYING (continued)

publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

NJSBA Review/Update: September 2011
 Adopted: September 15, 2011; January 18, 2018
 Readopted: August 21, 2014; January 18, 2018

FIRST READING: April 19, 2018

Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

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| <p><u>Legal References:</u> <u>N.J.S.A. 2A:4A-60 et al.</u> <u>N.J.S.A. 10:5-1 et seq.</u> <u>N.J.S.A. 18A:6-112</u> <u>N.J.S.A. 18A:11-1</u> <u>N.J.S.A. 18A:12-33</u> <u>N.J.S.A. 18A:17-46</u> <u>N.J.S.A. 18A:25-2</u> <u>N.J.S.A. 18A:26-8.2</u> <u>N.J.S.A. 18A:36-19</u> <u>N.J.S.A. 18A:36-19a</u> <u>N.J.S.A. 18A:37-1 et seq.</u> <u>N.J.S.A. 18A:37-13 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 18A:37-14, -15, -17</u> <u>N.J.S.A. 18A:54-20</u> <u>N.J.A.C. 6A:14-2.8</u> <u>N.J.A.C. 6A:16-1.1 et seq.</u> <u>See particularly:</u> <u>N.J.A.C. 6A:16-1.4, -7.1, -7.6, -7.9</u> <u>N.J.A.C. 6A:32-12.1</u></p> | <p>Disclosure of juvenile information; penalties for disclosure Law Against Discrimination Instruction on suicide prevention for public school teaching staff General mandatory powers and duties Training program; requirements Reporting of certain acts by school employee; annual report; public hearing (acts of violence) Authority over students School leader defined; training as part of professional development Student records; creation, maintenance and retention, security and access; regulations; nonliability Student records (Newly enrolled students; transfers of records, identification) Submission of Students to Authority (Discipline) <u>Anti-Bullying Bill of Rights Act</u> Harassment, intimidation, and bullying Powers of board (county vocational schools) Discipline/suspension/expulsions (students with disabilities) Programs to support student development (includes student conduct code) Reporting requirements</p> |
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HARASSMENT, INTIMIDATION AND BULLYING (continued)N.J.A.C. 6A:32-12.2

School-level planning

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be "severe, pervasive and objectively offensive."

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania school district's anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible

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| <u>Cross References:</u> | *1220 | <u>Ad hoc</u> advisory committees |
| | *1410 | Local units |
| | 3517 | Security |
| | *3541.33 | Transportation safety |
| | *4131/4131.1 | Staff development; inservice education/visitation conferences |
| | 4148/4248 | Employee protection |
| | *4231/4231.1 | Staff development; inservice education/visitation conferences |
| | 5000 | Concepts and roles for students |
| | 5010 | Goals and objectives for students |
| | *5020 | Role of parents/guardians |
| | *5113 | Attendance, absences and excuses |
| | *5114 | Suspension and expulsion |
| | *5124 | Reporting to parents/guardians |
| | *5131 | Conduct and discipline |
| | *5131.5 | Vandalism/violence |
| | *5131.6 | Drugs, alcohol, tobacco (substance abuse) |
| | *5131.7 | Weapons and dangerous instruments |
| | 5132 | Dress and grooming |
| | *5142 | Student safety |
| | 5145 | Rights |
| | 5145.2 | Freedom of speech/expression |
| | *5145.4 | Equal educational opportunity |
| | *5145.6 | Student grievance procedure |
| | *5145.1 | Questioning and apprehension |
| | *5145.1 | Search and seizure |
| | *6145 | Extracurricular activities |
| | *6164.4 | Child study team |

HARASSMENT, INTIMIDATION AND BULLYING (continued)

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| *6171.4 | Special education |
| *6172 | Alternative educational programs |

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

FILE CODE: 5131.5

Policy

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| <u> X </u> | Monitored |
| <u> X </u> | Mandated |
| <u> X </u> | Other Reasons |

VANDALISM/VIOLENCE

Vandalism

The Woodbridge Township Board of Education views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The board believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the superintendent. The board will hold the student or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the students involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the student with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further such student misbehavior;
- E. Seek appropriate restitution.

Violence

Physical violence including assault with or without a weapon, against another student, a staff member or board member is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the superintendent. Staff will report accurately and not falsify information.

The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements pursuant to N.J.S.A. 18A:17-46.

VANDALISM/VIOLENCE (continued)

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board(s) shall hold a public hearing at which the superintendent reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

Threats of Violence

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Students shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Unsafe School Choice Option

The superintendent shall comply with all requirements of the Unsafe School Choice Option policy adopted by the State Board of Education for schools in districts that receive funds under the Every Student Succeeds Act of 2015 (ESSA). He/she shall keep the board informed of all state requirements and actions taken to implement the policy.

Particularly, if a school in the district is designated as "persistently dangerous" as defined in the policy, corrective action plans shall be prepared and presented to the board for review. The corrective action plans shall be in the format provided by the Department of Education and shall describe how the schools will reduce the number of incidents of violence as determined by the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~. **Student Safety Data System (SSDS)**

Likewise, if a student while at school or on school grounds becomes a victim of a violent criminal offense as defined by state statute, he/she shall be offered the option of transferring to another safe school within the district.

Parents/Guardians shall be informed according to law and policy.

The board shall be provided with access to a copy of the current statewide Unsafe School Choice Option Policy.

School Violence Awareness Week

This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to students, employees and board members. Local law enforcement personnel will be invited to participate.

Violence and Vandalism Reporting

The superintendent will biannually submit a report utilizing the ~~Electronic Violence and Vandalism Reporting system (EVVRS)~~ **Student Safety Data System (SSDS)** accurately reporting on each incident of violence, vandalism and alcohol and other drug abuse and harassment, intimidation and bullying within the school

VANDALISM/VIOLENCE (continued)

district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth N.J.A.C. 6A:16-5.3(f). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

Implementation

The superintendent shall oversee the development of implementing regulations on all aspects of this policy, including the establishment of procedures for cooperation between school staff and law enforcement officials for all situations involving firearms or other deadly weapons.

Adopted: December 18, 2008
 Revised: February 16, 2017
 NJSBA Review/Update: December 2011
 Readopted: August 21, 2014

FIRST READING: April 19, 2018

Key Words

Conduct, Discipline, Student Conduct, Vandalism, Violence

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2A:53A-15 Liability of parent or guardian for willful destruction of property by infant under 18
N.J.S.A. 2C:39-5 Unlawful possession of weapons
N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report,
N.J.S.A. 18A:25-2 Authority over students
N.J.S.A. 18A:36-5.1 School Violence Awareness Week
N.J.S.A. 18A:37-1 et seq. Discipline of Students
See particularly:
N.J.S.A. 18A:37-2, -2.1
 through -2.5, -3, -7
 through -12
N.J.S.A. 18A:37-13 et seq. Anti-Bullying Bill of Rights Act
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-1.4, -5.1,
 -5.2, -5.3, -5.5, -5.6, -5.7,
 -6.1

"H.A." v. Warren Hills Regional School District, 1976 S.L.D. 336

See also Commissioners' Decisions indexed under "Students – Punishment of" in Index to N.J. School Law Decisions

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

VANDALISM/VIOLENCE (continued)

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Possible

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| <u>Cross References:</u> | *1120 | Board of education meetings |
| | *3250 | Income from fees, fines, charges |
| | 3517 | Security |
| | *4131/4131.1 | Staff Development, Inservice Education, Visitations, Conferences |
| | 4148/4238 | Employee protection |
| | *5114 | Suspension and expulsion |
| | *5119 | Transfers |
| | *5124 | Reporting to parents/guardians |
| | *5131 | Conduct/discipline |
| | 5131.4 | Campus disturbances |
| | *5131.6 | Drugs, alcohol, tobacco (substance abuse) |
| | *5131.7 | Weapons and dangerous instruments |
| | *6114 | Emergencies and disaster preparedness |
| | *6172 | Alternative educational programs |

*Indicates policy is included in the Critical Policy Reference Manual.

DRUGS, ALCOHOL, STEROIDS, NICOTINE
(Substance Abuse)

It is the responsibility of the Woodbridge Township Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. The board of education recognizes that the misuse of drugs, alcohol, steroids, and nicotine threatens the positive development of students and the welfare of the entire school community. We, therefore, must maintain that the use of drugs, alcohol, steroids, and nicotine and the unlawful possession of these substances is wrong and harmful. The board of education is committed to utilizing wellness strategies that encourage the prevention, intervention, and cessation of prescription drugs, alcohol, steroid, and nicotine abuse.

The board of education recognizes that nicotine is a gateway drug and highly addictive and that the use of nicotine based products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of nicotine products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The board acknowledges that adult employees and visitors serve as role models for students. The board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and the use of nicotine based products for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act, Part C, Environmental Smoke, Section 4303.

Drugs, Alcohol, Steroids

A. Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

- A. The board of education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as Student Assistance Coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A student who uses, possesses, or distributes drugs, alcohol, or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Students suspected of involvement with alcohol, drugs or steroids away from school premises will be advised of appropriate treatment and remediation (N.J.S.A. 18A:40A-10). Treatment referrals for students who are affected by alcohol or other drug use will be provided by individuals who are certified as Student Assistance Coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. Treatment will not be at the board's expense.
- B. The board directs the establishment of a program designed to provide short-term counseling and support services for students who are in care or returning from care for alcohol and other drug dependencies.

SUBSTANCE ABUSE (continued)

B. Law Enforcement for Drugs and Alcohol

A. Enforcement of Drug-Free School Zones

The board of education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the executive county superintendent of schools. The Memorandum of Agreement shall be consistent with the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials*.

B. Law Enforcement Liaison

In order to ensure that such cooperation continues, the board directs the superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

C. Undercover Operations

The board hereby recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The board hereby authorizes the superintendent to request such intervention under these circumstances. The board recognizes that the superintendent is not permitted to ask the board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The board recognizes that law enforcement authorities may contact the superintendent to request that an undercover operation be established in a district school. The board recognizes that the superintendent is prohibited from discussing the request with the board. The board hereby authorizes the superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The board directs the superintendent and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The superintendent, principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the superintendent shall report to the board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

D. Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on

SUBSTANCE ABUSE (continued)

school premises shall bring that information to the school principal who, in turn, shall report same to the superintendent. The superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The principal shall immediately notify the student's parent/guardian whenever a student is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the superintendent, the superintendent shall report the reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

E. Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in State in re T.L.O. 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O. 569 U.S. 325 (1985) and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

F. Police Presence at Extracurricular Activities

The superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

G. Resolving Disputes Concerning Law Enforcement Activities

SUBSTANCE ABUSE (continued)

The board authorizes the superintendent to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the superintendent shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

H. Confidentiality of Student Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a student's or staff member's involvement in a school intervention or treatment program shall be kept confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Nicotine

Nicotine use is now recognized as a public health hazard. Nicotine use is associated with conditions such as heart disease, emphysema, asthma, high blood pressure, diabetes, and many other chronic diseases. The most effective strategy for discouraging nicotine use by young people is a wellness strategy that supports prevention, intervention, and cessation.

A. Nicotine Use and Possession

1. No student, faculty/staff member or school visitor is permitted to use any ~~tobacco~~ nicotine product or electronic smoking device:
 - a. In any building, facility, or vehicle owned, leased, rented or chartered by the district;
 - b. On any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots) or chartered by the board of education;
 - c. At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, proms, sporting events off campus, etc).
2. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using nicotine products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.
3. Further, no student is permitted to possess a nicotine product while in any school building, while on school grounds or property or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

B. Definition of Nicotine Products, Nicotine Use, and Electronic Smoking Device

For the purposes of this policy:

1. "Nicotine product" is defined to include but is not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, and any other items containing or reasonably resembling tobacco or nicotine products (excluding quit products);
2. "Nicotine use" includes smoking, chewing, dipping, vaping, or any other use of nicotine products;
3. "Electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device.

SUBSTANCE ABUSE (continued)

C. Compliance for Students

In recognition that nicotine use is a public health issue and that nicotine is a gateway drug and highly addictive, the board of education recognizes that intervention, in addition to punishment, is the most effective way to address violations of this policy. Students who violate the school district's ~~tobacco~~ nicotine-use policy will be referred to the Student Assistance Coordinators (SAC), for all offenses for health information, counseling, and referral. Prevention Education

The Health Education curriculum will provide an education to students to gain a greater understanding of the health hazards associated with the use and the impact of nicotine..

D. Procedures for Implementation

The administration will develop a plan for electronically communicating the policy that may include information in the student handbook.

Ongoing Implementation of this Policy

A. Prevention Education for Students

The board will enforce the laws of New Jersey requiring a program of drug, alcohol, steroid, and nicotine education. The superintendent shall prepare and submit to the board for its approval a comprehensive curriculum for such instruction in grades six through twelve of alcohol and other drug education in accordance with department of education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 *et seq.* Drug, alcohol, steroid, and nicotine education shall be integrated with the health curriculum

B. Faculty Education and Inservice Training

All district personnel shall be alert to signs of alcohol, drug, steroid, and nicotine use by students and shall respond to those signs in accordance with procedures established by the superintendent of schools.

The board of education will provide inservice training to assist teaching staff members in identifying any student who uses drugs, alcohol, steroids, and/or nicotine. The superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6A:16-3.1.

C. Annual Review and Distribution of Policy

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the executive county superintendent, local community members, and the county prosecutor's office.

In accordance with N.J.S.A. 18A:40A-10, copies of the policy shall be posted on the district website annually for all school staff, students and parents through its website or other means (N.J.A.C. 6A:16-4.2).

D. Administrative Regulations

The superintendent may develop administrative regulations for:

1. A comprehensive program of drug, alcohol, steroid, and nicotine education;
2. The identification of students involved with drugs, alcohol, steroids, and nicotine;
3. The examination of students suspected of being under the influence of drugs, alcohol, steroids, or nicotine to determine the extent of the student's use or dependency;

SUBSTANCE ABUSE (continued)

4. The assessment of students who use, possess or distribute drugs, alcohol, steroids, and nicotine in violation of law or this policy through a referral to an appropriate drug/alcohol/nicotine abuse program; and
5. The readmission to school of students who have been convicted of drug, alcohol, steroid, or nicotine offenses.

E. Reporting and Liability

The superintendent will annually submit a report utilizing the ~~Electronic Violence and Vandalism Reporting system (EVVRS)~~ **Student Safety Data System (SSDS)** accurately reporting on each incident of violence, vandalism including harassment, intimidation and bullying, and alcohol and other drug abuse within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

At an annual hearing the superintendent shall report to the board all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year.

Any staff member who reports a student to the principal or his/her designee in compliance with the provisions of this policy shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.

F. Confidentiality Requirements

All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

G. Parental Compliance

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.

Optional Random Drug Testing of High School Students

School districts have the option to conduct random testing of high school students who possess a school parking permit or who participate in extracurricular activities, including sports, for alcohol or other drug use. Testing, if conducted, will comply with the requirements of N.J.A.C. 6A:16-4.4, "voluntary policy for random testing of student alcohol or other drug use." Before instituting testing, a public hearing will be held concerning the district's policy and procedures. Collection and testing of specimens will be only by the individuals authorized by the regulations.

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|----------------------|---|
| Adopted: | May 19, 1977; December 21, 1978; February 15, 1990; November 19, 1992 |
| NJSBA Review/Update: | August 25, 1994; September 18, 2003 |
| Readopted: | December 2011, August 21, 2014, December 21, 2017 |

FIRST READING: April 19, 2018

Key Words

Drugs, Alcohol, Nicotine, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

SUBSTANCE ABUSE (continued)**Legal References:** N.J.S.A. 2A:62A-4

Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability

N.J.S.A. 2C:29-3a

Hindering apprehension or prosecution

N.J.S.A. 2C:33-15

Possession or consumption of alcoholic beverage by person under legal age, penalty

N.J.S.A. 2C:33-16

Alcoholic beverages; bringing or possession on school property by person of legal age; penalty

N.J.S.A. 2C:33-17

Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions

N.J.S.A. 2C:33-19

Paging devices, possession by students

N.J.S.A. 2C:35-1 et seq.

New Jersey Comprehensive Drug Reform Act of 1987

See particularly:

N.J.S.A. 2C:35-7, -10

N.J.S.A. 2C:35-2

Definitions

N.J.S.A. 9:6-1 et seq.

Abuse abandonment, cruelty, and neglect of child; what constitutes

N.J.S.A. 9:17A-4

Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality

N.J.S.A. 18A:25-2

Authority over students

N.J.S.A. 18A:36-19.2

Student locker or other storage facility; inspections; notice to students

N.J.S.A. 18A:37-1

Submission of students to authority

N.J.S.A. 18A:37-2

Causes for suspension or expulsion of students

N.J.S.A. 18A:38-25

Attendance required of children between six and sixteen, exceptions

N.J.S.A. 18A:38-31

Violation of article by parents or guardian, penalties

N.J.S.A. 18A:40A-1 et seq.

Substance abuse

See particularly:

N.J.S.A. 18A:40A-1, -2, -3, -4, -5, and -9

N.J.S.A. 18A:40A-22 to -25

Random student drug testing

N.J.S.A. 24:21-2

Definitions (New Jersey controlled dangerous substances)

N.J.S.A. 26:3D-55 et seq.

New Jersey Smoke-Free Air Act

N.J.A.C. 6A:8-3.1

Curriculum and instruction

N.J.A.C. 6A:9-13.2

Student Assistance Coordinator

N.J.A.C. 6A:14-2.8

Discipline/suspension/expulsion

N.J.A.C. 6A:16-1.1 et seq.

Programs to Support Student Development

See particularly:

N.J.A.C. 6A:16-4.4

Voluntary policy for random testing of student alcohol or other drug use.

See also:

N.J.A.C. 6A:16-1.3, -2.2, -2.4, -3.1, -3.2, -4.1

through -4.3, -5.3, -6.1 -6.5

N.J.A.C. 6A:32-13.1 et seq.

Student Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

SUBSTANCE ABUSE (continued)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. (2002)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible

| | | |
|---------------------------------|----------------|---|
| <u>Cross References:</u> | *1120 | Board of Education Meetings |
| | *1330 | Use of school facilities |
| | *1410 | Local units |
| | *4131.1 | Inservice education/visitations/conferences |
| | *4231.1 | Inservice education/visitations/conferences |
| | *5114 | Suspension and expulsion |
| | *5124 | Reporting to parents/guardians |
| | *5125 | Student records |
| | *5131 | Conduct/discipline |
| | *5131.7 | Weapons and dangerous instruments |
| | *5141.3 | Health examinations and immunizations |
| | *5141.21 | Administering medication |
| | *5145.12 | Search and seizure |
| | *6145.1/6145.2 | Intramural competition; interscholastic competition |
| | 6145.7 | Social events/meetings |
| | *6154 | Homework/makeup work |
| | *6172 | Alternative educational programs |
| | *6173 | Home instruction |

*Indicates policy is included in the Critical Policy Reference Manual.

EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, disability, or pregnancy. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory

EQUAL EDUCATIONAL OPPORTUNITY (continued)

disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

All reported incidents of harassment, intimidation or bullying shall be handled according to law and board policy 5131.1 Harassment, Intimidation and Bullying. Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to harassment. The school anti-bullying specialist will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. If the victim is from a protected class, the affirmative action officer will be included in the investigation. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender identity or expression, religion, disability, nationality or socioeconomic status. The board shall ensure that:

- A. School classrooms and facilities will be barrier free;
- B. Attention will be directed at attaining minority representation within each school that approximates the district's overall minority representation. Exact appointment is not required. The ultimate goal shall be to achieve the greatest degree of racial balance that is feasible and consistent with sound educational values and procedures;
- C. Utilizing on an annual basis a State-approved English language proficiency measure for determining the special needs of English language learners and their progress in learning English;
- D. Utilizing bias-free multiple measures for determining the special needs of students with disabilities;

EQUAL EDUCATIONAL OPPORTUNITY (continued)

- E. The district curriculum will be aligned with the New Jersey Learning Standards and address the elimination of discrimination by narrowing the achievement gap;
- a. Providing equity in educational programs and by providing opportunities for students to interact with others proactively regardless of status;
 - b. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 - c. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 - d. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs, including gifted and talented, accelerated, and advanced classes;
 - e. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials, and methods, and ensuring students understand the basic tenets of multiculturalism;
 - f. Ensuring African-American history, as well as the history of other cultures, is infused into the curriculum and taught as part of U.S. history;
 - g. Ensuring instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate.
 - h. Ensuring that students are not discriminated against because of a medical condition.
- F. All students shall have support services, including intervention and referral services, school health services and counseling services and;
- G. Physical education program and athletic programs shall be equitable and co-educational and do not discriminate based on protected class status.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Bias-Related Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a bias-related (hate crime) or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of bias-related act shall be reported whether they occur during school hours on school grounds or otherwise.

The principal or his or her designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe a bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe a life has been or will be threatened.

All incidents shall be reported utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)** according to board policy 5131.5 Violence and Vandalism.

Appeals

Grievances related to equity in school and classroom shall be submitted to the affirmative action officer. Any individual may petition the Commissioner in writing to resolve a dispute arising related to equity in school and classroom.

EQUAL EDUCATIONAL OPPORTUNITY (continued)Implementation

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The chief school administrator shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

Adopted: August 21, 2014
 NJSBA Review/Update:
 Readopted: September 22, 2016

FIRST READING: April 19, 2018

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Legal References: N.J.S.A. 2C:16-1 Bias Intimidation
N.J.S.A. 2C:33-4 Harassment
N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:36-20 Discrimination; prohibition
N.J.S.A. 18A:37-14 Electronic communication, harassment, intimidation or bullying defined
N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
See particularly:
N.J.A.C. 6A:7-1.4,-1.7
N.J.A.C. 6A:16-6.3(e) Reporting students or staff members to law enforcement Authorities
N.J.A.C. 6A:17-1.1 et seq. Education of Homeless Children and Students in State Facilities
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

State v. Mortimer, 135 N.J. 517 (1994)

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly

EQUAL EDUCATIONAL OPPORTUNITY (continued)

Education for All Handicapped Children Act) --Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Hawkins-Stafford Elementary and Secondary School Improvement of 1988 (P.L. 100-297) Act of 1988 (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)

Every Student Succeeds Act, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his/her perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

Comprehensive Equity Plan, New Jersey State Department of Education

Possible

| | | |
|---------------------------------|----------------|--|
| <u>Cross References:</u> | *2224 | Nondiscrimination/affirmative action |
| | *4111.1/4211.1 | Nondiscrimination/affirmative action |
| | *5131.1 | Harassment, intimidation and bullying |
| | *5134 | Married/pregnant pupils |
| | *6121 | Nondiscrimination/affirmative action |
| | *6141 | Curriculum design/development |
| | *6145 | Extracurricular activities |
| | *6161.1 | Guidelines for evaluation and selection of instructional materials |
| | *6171.4 | Special education |

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIAGE BOARD OF EDUCATION
Woodbridge, New Jersey

FILE CODE: 6171.4

Policy

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| <u> X </u> | Monitored |
| <u> X </u> | Mandated |
| <u> X </u> | Other Reasons |

SPECIAL EDUCATION

In compliance with State Department of Education interpretation of the administrative code on special education, the board adopts the following policies on providing educational and related services to students identified as having educationally disabling conditions as defined in federal and state law.

Full Educational Opportunity for Students with Disabilities

The board of education is responsible for providing a free and appropriate public education for all children resident in the district including children ages three through 21 identified as having disabilities and students with disabilities who have been suspended or expelled. All reasonable efforts will be made to resolve an enrolled child's learning and adjustment difficulties prior to his/her referral to the child study team for screening and/or evaluation. When a student is found eligible for special education and related services and the board of education cannot provide required instruction and related services from its own resources and facilities, the board will seek appropriate placement outside the district, and will assume such costs of that placement as are required by law.

The board shall ensure that:

- A. Free, appropriate public education is made available to each eligible student begins no later than the student's third birthday and that an individualized education program is in effect for the student by that date;
- B. If a child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin;
- C. A free, appropriate public education is available to any student with a disability who needs special education and related services, even though the student is advancing from grade to grade;
- D. The services and placement to receive a free and appropriate education needed by each student with a disability are based on the student's unique needs and not on the student's disability; and
- E. The services and placement needed by each student with a disability are provided in appropriate educational settings as close to the student's home as possible, and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.

The goal of the board's special education program is to provide full educational opportunity to all resident students ages three through 21 with disabilities, as those terms are defined in federal and state law. The board will make available to parents/guardians of students with disabilities below the age of three information regarding services available through other state, county and local agencies.

The superintendent shall ensure that the district's special education programs comply with the law in every respect, including fiscal regulations and reports.

The superintendent shall also ensure that the district plan for special education is in compliance with administrative code and the approved state plan for special education, according to N.J.A.C. 6A:14-4.1 which sets for the requirements for programs and instruction. This plan shall consist of policies, procedures, assurances, a comprehensive system of personnel development, data collection and an application that describes the use of IDEA Part B funds.

SPECIAL EDUCATION (continued)

The superintendent shall ensure that the plan is implemented in this district and shall supervise its operation so that it will accomplish its stated goals and objectives.

Participation of and Consultation with the Parents/Guardians

In order to achieve the district's goal of providing full educational opportunity to all students with disabilities in accordance with the administrative code, parent/guardian participation shall be sought in every successive stage of the special education decisional process, pursuant to N.J.A.C. 6A:14-2.3 and 2.4. All notifications shall be made and all necessary conferences conducted in the language used for communication by the parent/guardian and the student unless it is not feasible to do so, in which case the provisions of administrative code shall be followed (see section below: Parental Consent, Notice, Participation, and Meetings). After parental consent for initial evaluation of a preschool age or school age student has been received, the evaluation, determination of eligibility for services, and, if eligible, development and implementation of the IEP for the student shall be completed within 90 calendar days.

Surrogate Parent (N.J.A.C 6A:14-2.2)

Procedures set out in the administrative code shall be followed when parent/guardian cooperation and/or participation cannot be obtained. When necessary, a surrogate parent shall be appointed to ensure the protection of a student's rights when the parents/guardians cannot be identified or located or the child is a ward of the State of New Jersey. The district shall select and train such surrogate parents in compliance with the administrative code. A surrogate shall be provided to a student in accordance with N.J.A.C. 6A:14-2.2 when:

- A. The parent of the student cannot be identified or located;
- B. An agency of the State has guardianship of the student and that agency has not taken steps to appoint a surrogate parent for the student;
- C. The student is a ward of the state and no State agency has taken steps to appoint a surrogate parent for the student;
- D. No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent and no State agency has taken steps to appoint a surrogate parent for the student;
- E. The student is an unaccompanied homeless youth and no State agency has taken steps to appoint a surrogate parent for the student.
 1. The district will make reasonable efforts to appoint a surrogate parent within 30 days of its determination that a surrogate parent is required for a student;
 2. The district will appoint a person who will be responsible for appointing surrogate parents and overseeing the process. The responsible person will:
 - a. Determine whether there is a need for a surrogate parent for a student;
 - b. Contact any State agency that is involved with the student to determine whether the State has had a surrogate parent appointed for the student; and
 - c. Make reasonable efforts to select and appoint a surrogate parent for the student within 30 days of determining that there is a need for a surrogate parent for the student.
 3. The district will establish a method for training surrogate parents that includes provision of information with respect to parental rights and procedural safeguards available to parents and students in accordance with N.J.A.C. 6A:14:

SPECIAL EDUCATION (continued)

- a. The district will appoint a person that will be responsible for training surrogate parents;
 - b. The training of surrogate parents will ensure that surrogate parents have knowledge and skills that ensure adequate representation of the child with a disability;
 - c. The training will be designed to make surrogate parents familiar with State and federal requirements for assessment, individualized education program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
 - d. Surrogate parents will be provided with copies of: the Parental Rights in Special Education booklet; N.J.A.C. 6A:14; the Special Education Process; Code Training Materials from the Department of Education Website; and other relevant materials; and
 - e. Surrogate parents will be provided information to enable them to become familiar with the nature of the child's disability.
4. The district will ensure that:
- a. All persons serving as surrogate parents have no interest that conflicts with those of the student he or she represents;
 - b. All persons serving as surrogate parents possess knowledge and skills that ensure adequate representation of the student;
 - c. All persons serving as surrogate parents are at least 18 years of age;
 - d. If the school district compensates the surrogate parent for providing such services, a criminal history review of the person in accordance with N.J.S.A. 18A:6-7.1 is completed prior to his or her serving as the surrogate parent; and
 - e. No person appointed as a surrogate parent will be an employee of the New Jersey Department of Education, the district board of education or a public or nonpublic agency that is involved in the education or case of the child.

Parental Consent, Notice, Participation, and Meetings (N.J.A.C. 6A:14-2.3)

A. Consent shall be obtained:

- 1. Prior to conducting any assessment as part of an initial evaluation;
- 2. Prior to implementation of the initial IEP ;
- 3. Prior to conducting any assessment as part of a reevaluation, except when the board can demonstrate that reasonable measures were taken to obtain such consent and the parent failed to respond;
- 4. Prior to the release of student records;
- 5. Each time a district board of education seeks to access private insurance covering a student with a disability;
- 6. Prior to the first time a district board of education seeks to access a child's or parent's public benefits or insurance covering the student;
- 7. Whenever a member of the IEP team is excused from participating in a meeting;
- 8. Whenever an IEP is amended without a meeting;
- 9. Whenever a parent/guardian and the board agree to waive a reevaluation;

Written consent may be revoked by the parent, in writing, at any time. Upon receipt of consent, the board ensure that the action for which consent was shall be implemented without delay.

The board shall make reasonable efforts to obtain parental consent for an initial evaluation for any ward of the state. If, after reasonable efforts, the parent cannot be found, or parental rights have been terminated, or subrogated for purposes of consenting to eligibility by the court and consent has been given by an individual the court has appointed, parental consent need not be obtained for an initial evaluation.

SPECIAL EDUCATION (continued)

- B. When electronic mail is utilized, parents shall be informed as to whether they may use electronic mail to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. Parents shall be informed of the procedures to access the electronic mail system and that they may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent.
- C. Written notice shall be in language understandable to the general public, and shall be provided in the native language of the parent, unless it is clearly not feasible to do so according to N.J.A.C. 6A:14-2.4. Written notice shall include:
 - 1. A description of the action proposed or denied by the board;
 - 2. An explanation of why the action is being taken;
 - 3. A description of any options that were considered and the reasons why those options were rejected;
 - 4. A description of the procedures, tests, records or reports and factors used in determining whether to propose or deny an action;
 - 5. A description of any other factors that are relevant to the proposal or refusal of the action;
 - 6. A statement that the parents/guardians of a student with a disability have protection under the procedural safeguards, the means by which a copy of a description of the procedural safeguards can be obtained and sources for parents to contact to obtain assistance in understanding the provisions of the law; and
 - 7. In addition, a copy of the procedural safeguards statement published by the New Jersey Department of Education which contains a full explanation of the procedural safeguards available to parents shall be provided only one time per year, except that a copy shall also be provided:
 - a. Upon referral for an initial evaluation;
 - b. Upon request by a parent;
 - c. When a request for a due process hearing is submitted to the Department of Education;
 - d. When a request for a complaint investigation is submitted to the Department; and
 - e. When a student is removed for disciplinary reasons and the removal constitutes a change in placement.
 - 8. The annual written notice of the procedural safeguards to parents/guardians and/or adult students shall be provided as follows:
 - a. The board shall provide written notice no later than 15 calendar days after making a determination;
 - b. The board shall provide written notice at least 15 calendar days prior to the implementation of a proposed action so that the parents/guardians and/or adult student may consider the proposal;
 - c. The district board of education shall implement the proposed action after the opportunity for consideration (in 2 above) unless parent/guardian disagrees with the proposed action and the district takes action in an attempt to resolve the disagreement; or mediation or a due process hearing is requested.
- D. The parent/guardian shall be given the opportunity to participate in meetings regarding the identification, evaluation, classification, educational placement of, or the provision of a free, appropriate public education to the student.

Location, Referral and Identification (N.J.A.C 6A:14-3.3)

The board directs the superintendent to prepare written procedures for identifying those students ages three through 21, including students attending nonpublic schools located within the district regardless of where they reside, who reside within the district with respect to the location and referral of students who may have a

SPECIAL EDUCATION (continued)

disability due to physical, sensory, emotional, communication, cognitive or social difficulties. In order to ensure preschoolers with disabilities have their initial IEPs implemented no later than age three, a written request for initial evaluation shall be forwarded to the district at least 120 days prior to the preschooler attaining age three.

The requirements of law and board policy for identification, location and evaluation shall apply to highly mobile students with disabilities, such as migrant and homeless students, and to students who may have a disability even though they are advancing from grade to grade.

Activities undertaken to locate nonpublic school students with disabilities shall be comparable to activities undertaken to locate public school students with disabilities. In addition, the board shall consult with appropriate representatives of nonpublic students on how to carry out these activities.

When a preschool age or school age student is referred for an initial evaluation to determine eligibility for special education programs and services, a meeting of the child study team, the parent and the regular education teacher of the student who is knowledgeable about the student's educational performance or, if there is no teacher of the student, a teacher who is knowledgeable about the district's programs, shall be convened within 20 calendar days (excluding school holidays, but not summer vacation) of receipt of the written request. The child study team shall determine whether an evaluation is warranted and, if warranted, shall determine the nature and scope of the evaluation. When the child study team determines that an evaluation is not warranted then other appropriate action may be determined. The parent shall be provided written notice of the determination(s), which includes a request for consent to evaluate, if an evaluation will be conducted.

The board shall ensure that all preschool students with disabilities shall have their IEPs implemented no later than their third birthdays. To provide a smooth transition between a child's preschool program and his/her school age program (public or private), particular attention shall be paid to articulation between those programs.

These procedures and arrangements shall be adopted by the board after review and possible revision. The procedures shall include:

1. Utilizing strategies identified through intervention and referral services (N.J.A.C. 6A:16-8) as well as other general education strategies;
2. Criteria for instructional, administrative and other professional staff, parents/guardians and state agencies to refer students for evaluation;
3. Evaluation criteria for the determination of eligibility for special education and related services; and
4. Other educational actions as appropriate.

Case Manager (N.J.A.C. 6A:14-3.2)

A case manager shall be assigned to a student when it is determined that an initial evaluation shall be conducted. Child study team members or speech-language specialists when they act as members of the child study team shall be designated and serve as the case manager for each student with a disability. The case manager shall coordinate the development, monitoring and evaluation of the effectiveness of the individualized education program (IEP). The case manager shall facilitate communication between home and school and shall coordinate the annual review and reevaluation process.

Evaluation and Determination of Eligibility (N.J.A.C. 6A:14-3.5 through N.J.A.C. 6A:14-3.6)

- A. The evaluation process to determine a student's eligibility for educational and related services beyond those available within the regular public school program shall be conducted in strict compliance with the provisions of N.J.A.C. 6A:14-2.3, 2.5, 3.4, 3.5, 3.6 and 3.7 dealing with:

SPECIAL EDUCATION (continued)

1. Parental notice, notification, consent and involvement, including determination of the parents/guardians' dominant language and necessary accommodations if the language is other than English or if the parents/guardians are deaf;
- B. The child study team, the parent and the regular education teacher of the student who has knowledge of the student's educational performance or if there is no teacher of the student, a teacher who is knowledgeable about the district's programs shall:
1. Review existing evaluation data on the student including evaluations and information provided by the parents, current classroom-based assessments and observations, and the observations of teachers and related services providers, and consider the need for any health appraisal or specialized medical evaluation;
 2. Identify what additional data, if any are needed to determine whether the student has a disability;
 3. Determine which child study team members and/or specialists shall conduct each assessment that is part of the evaluation.
- C. Prior to conducting any assessment as part of an initial evaluation, the district shall request and obtain consent to evaluate;
- D. If the parent refuses to provide consent to conduct the initial evaluation, the district may file for a due process hearing according to N.J.A.C. 6A:14-2.7 to compel consent to evaluate;
- E. The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services;
- F. After parental consent for initial evaluation of a preschool age or school age student has been received, the evaluation, determination of eligibility for services under this chapter, and, if eligible, development and implementation of the IEP for the student shall be completed within 90 calendar days. This time frame shall not apply if the parent/guardians fails or refuses to produce the child for the evaluation;
- G. An initial evaluation consisting of a multi-disciplinary assessment in all areas of suspected disability shall be conducted. Such evaluation shall include at least two assessments and shall be conducted by at least two members of the child study team in those areas in which they have appropriate training or are qualified through their professional licensure or educational certification and other specialists in the area of disability as required or as determined necessary;
- H. When the suspected disability is a disorder of articulation, voice or fluency, the speech-language specialist shall meet with the parent/guardian and the student's general education teacher about the student's educational performance to review existing data on the student including evaluations and information provided by the parents, current classroom-based assessments and observations, and the observations of teachers and related services providers;
- I. A comprehensive written report of the results of each assessment shall be prepared according to the specifications in law (N.J.A.C. 6A:3.4(h));
- J. When conducting an initial evaluation or reevaluation, the reports and assessments of child study team members or related services providers may be submitted by the parents/guardians to the child study team for consideration. Each report and assessment shall be reviewed and considered by the child study team member or related services provider with relevant knowledge or expertise. A report or component thereof may be utilized as a required assessment, if the assessment has been conducted within one year of the evaluation and the child study team determines the report and assessment meet the state (see N.J.A.C. 6A:14-3.4,h) and district requirements;

SPECIAL EDUCATION (continued)

- K. Upon receipt of a written referral to the child study team, the school nurse shall review and summarize available health and medical information regarding the student and shall transmit the summary to the child study team for the meeting to consider the need for a health appraisal or specialized medical evaluation.

An audiometric screening according to N.J.A.C. 6A:16-2.2(k)3 shall be conducted for every student referred to the child study team for a special education evaluation.

A vision screening shall be conducted by the school nurse for every student referred to the child study team for a special education evaluation.

The board shall ensure that a variety of assessment tools and strategies shall be applied to gather information to develop and monitor the IEP, including cooperation and input from the parents/guardians. Relevant information shall also be related to enabling the student to be involved in and progress in the general education curriculum or, for preschool children with disabilities to participate in appropriate activities.

Independent Educational Evaluation (N.J.A.C. 6A:14-2.5)

Upon completion of an initial evaluation or reevaluation, a parent may request an independent evaluation if there is disagreement with the initial evaluation or a reevaluation provided the board. A parent shall be entitled to only one independent evaluation at public expense each time an initial evaluation or reevaluation is conducted with which the parent disagrees. The request for an independent evaluation shall specify the assessment(s) the parent is seeking as part of the independent evaluation request. The independent evaluation shall be provided at no cost to the parent unless the school district initiates a due process hearing to show that its evaluation is appropriate and a final determination to that effect is made following the hearing.

Any independent evaluation submitted to the district, including an independent evaluation obtained by the parent/guardian at private expense, shall be considered in making decisions regarding special education and related services.

Individualized Education Program IEP (N.J.A.C. 6A:14-2.3 (k)1 and 3.5 through -3.6)

Eligibility for special education and related services shall be determined collaboratively by the parents/guardians; a teacher who is knowledgeable about the student's educational performance or district's programs; the student, where appropriate; at least one child study team member who participated in the evaluation; the case manager; other appropriate individuals at the discretion of the parent or district; and for an initial eligibility meeting, certified school personnel referring the student as potentially disabled, or the school principal or designee if they choose to participate.

A student shall be determined eligible and classified for special education and related services when it is determined that the student has one or more of the disabilities defined in the administrative code. A student shall be determined eligible for speech-language services when he/she exhibits a speech or language disorder as outlined in the administrative code.

The individualized education program for each student with a disability shall be developed in accordance with the provisions of the administrative code, at N.J.A.C. 6A:14-2.3(k) regarding eligibility meetings for students who are classified and N.J.A.C. 6A:14-3.7 regarding the requirements of individualized education program (IEP).

A meeting to develop the IEP shall be held within 30 calendar days of a determination that a student is eligible for special education and related services or eligible for speech-language services. An IEP shall be in effect before special education and related services are provided to a student with a disability and such IEP shall be implemented as soon as possible following the IEP meeting.

SPECIAL EDUCATION (continued)

At the beginning of each school year, the board shall have in effect an IEP for every student in the district who is receiving special education and related services. Every student's IEP shall be accessible to each regular education teacher, special education teacher, related services provider, and other service provider who is responsible for its implementation. Each teacher shall be informed of the specific responsibilities related to implementing the student's IEP and the specific accommodations, modifications, and supports to be provided for the student in accordance with the IEP. Teacher aides and the appropriate general or special education teaching staff time shall be provided for consultation on a regular basis as specified in each student's IEP (N.J.A.C. 6A:14-4.5(d)).

The board directs the superintendent or his or her designee to maintain documentation that the teacher and provider, as applicable, has been informed of his or her specific responsibilities related to implementing the student's IEP. The board shall ensure that there is no delay in implementing a student's IEP including any case in which the payment source for providing or paying for special education and related services is being determined.

A written individualized education program shall be developed and implemented for each classified student and, in accordance with New Jersey law (see N.J.A.C. 6A:14-3.7), a review shall be conducted by the appropriate staff members annually or more often, if necessary, to evaluate the disabled student's progress and to revise the individualized education program.

Meetings shall be conducted to determine eligibility and to develop, review and revise a student's individualized education program. Such meetings shall be scheduled at a mutually agreed upon time and place, and notice of the meetings shall indicate the purpose, time, location and participants. If the parents/guardians cannot attend the meetings, the superintendent/designee shall attempt to ensure parental participation, including the use of individual or conference telephone calls. Documentation shall be maintained of all attempts to secure parent/guardian participation.

Parents/guardians shall receive a copy of the student's IEP and of any revisions made to it.

All communication with parents/guardians, including written notice, notifications and required meetings, shall be conducted in the language used for communication by the parent/guardian and student unless it is not feasible to do so. This shall include providing foreign language interpreters or translators and sign language interpreters for the deaf at no cost to the parents.

The IEP shall be developed and monitored with the cooperation and input of parents/guardians. In addition to educational programming, the IEP shall provide for necessary disciplinary action and specify graduation requirements when appropriate. Any accommodations and/or modifications for the administration of statewide assessments shall be specified in the IEP.

The board of education will provide the kind and quality of those special education-related services prescribed in the IEP to enable students with disabilities to participate in regular educational programs to the maximum extent appropriate. Such education-related services shall include transportation, ensuring that hearing aids worn by deaf and/or hard of hearing children in school are functioning properly, etc.

The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, pursuant to N.J.A.C. 6A:14-4.5(d).

Participation in Regular Educational Programs to the Maximum Extent Appropriate/Least Restrictive Environment (N.J.A.C. 6A:14-4.2)

Educational placement decisions made for each disabled student shall always be, insofar as possible, in the least restrictive environment commensurate with the student's educational needs. This means that to the

SPECIAL EDUCATION (continued)

maximum extent appropriate, educationally disabled students shall be educated with children who are not educationally disabled. These decisions should be designed to produce a positive effect on the student and to ensure the quality of services which he/she requires.

The board of education will provide the kind and quality of those special education-related services prescribed in the IEP to enable students with disabilities to participate in regular educational programs to the maximum extent appropriate. Special classes, separate schooling or other removal of a student with a disability from the student's general education class occurs only when the nature or severity of the educational disability is such that education in the student's general education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. All students shall be considered for placement in the general education class with supplementary aids and services including, but not limited to curricular or instructional modifications or specialized instructional strategies: Assistive technology devices and services; teacher aides; related services; integrated therapies; consultation services; and in-class resource programs.

When instruction in general education subjects or content areas is provided to groups consisting solely of students with disabilities, the size of the groups and age range shall conform to the requirements for special class programs. An exception to the age range and group size requirements of law (N.J.A.C. 6A:14-4) may be requested by writing to the Department of Education through the county office.

When students with disabilities participate in physical education, intramural and interscholastic sports, non-academic and extracurricular activities in groups consisting solely of students with disabilities, the age range and group size shall be based on the nature of the activity, needs of the students participating in the activity and the level of supervision required.

The evaluation process to determine a student's eligibility for educational and related services beyond those available within the regular public school program shall be conducted in strict compliance with the provisions of the administrative code.

In order to ensure a continuum of alternative placements, when the board cannot provide required instruction and related services from its own resources and facilities, it will seek appropriate placement outside the district and will assume such costs of that placement as are required by law.

Placement of a disabled student in the least restrictive environment shall be determined annually and, for a student in a separate setting, activities necessary to transition the student to a less restrictive placement are considered at least annually.

Placement is based on the student's individualized education program. Placement shall be provided in appropriate educational settings as close to home as possible. When the IEP does not describe specific restrictions, the student shall be educated in the school he/she would attend if not a student with a disability.

In determining the least restrictive setting consideration shall be given to whether the student can be satisfactorily educated in the regular classroom with supplemental aids and services; a comparison of the benefits provided in a regular class and the benefits provided in a special education class; and the potential beneficial or harmful effects which a placement may have on the student with disabilities or the other students in the class.

A student with a disability is not removed from the age-appropriate general education classroom solely based on needed modifications to the general education curriculum.

Placement in a program option shall be based on the individual needs of the student.

When determining the restrictiveness of a program option, the determination shall be based solely on the amount of time a student with disabilities is educated outside the general education setting.

SPECIAL EDUCATION (continued)

The board shall provide nonacademic and extracurricular services and activities in the manner necessary to afford students with disabilities an equal opportunity for participation in those services and activities; and that each student with a disability participates with nondisabled students to the maximum extent possible.

Reevaluation (N.J.A.C. 6A:14-3.8)

Within three years of the previous classification, a multi-disciplinary reevaluation shall be completed to determine whether the student continues to be a student with a disability. Reevaluation shall be conducted sooner if conditions warrant or if the student's parent or teacher requests the reevaluation. However, a reevaluation shall not be conducted prior to the expiration of one year from the date the parent is provided written notice of the determination with respect to eligibility in the most recent evaluation or reevaluation, unless the parent and district both agree that a reevaluation prior to the expiration of one year as set forth above is warranted. When a reevaluation is conducted sooner than three years from the previous evaluation, the reevaluation shall be completed within 60 days of the date the parent provides consent for the assessments to be conducted as part of the reevaluation or by the expiration of the three year timeframe from completion of the prior evaluation or reevaluation, whichever occurs sooner.

If a parent provides written consent and the district board of education agrees that a reevaluation is unnecessary, the reevaluation may be waived. If a reevaluation is waived, the date of the parent's written consent shall constitute the date upon which the next three-year period for conducting a reevaluation shall commence.

Prior to conducting any assessment as part of a reevaluation of a student with a disability, the district board of education shall obtain consent from the parent.

Reevaluation shall be conducted when a change in eligibility is being considered, except that a reevaluation shall not be required before the termination of a student's eligibility under this chapter due to graduation or exceeding age 21.

Unless the parent and the board agree to waive a reevaluation, all requirements shall be completed within 60 days of the date the parent provides consent for the assessments to be conducted as part of the reevaluation or by the expiration of the three year timeframe from completion of the prior evaluation or reevaluation, whichever occurs sooner.

When a reevaluation is completed:

- A. A meeting of the student's IEP team shall be conducted to determine whether the student continues to be a student with a disability. A copy of the evaluation report(s) and documentation of the eligibility shall be given to the parent at least 10 days prior to the meeting;
- B. If the student remains eligible, an IEP team meeting shall be conducted to review and revise the student's IEP;
- C. By June 30 of a student's last year of eligibility for a program for preschoolers with disabilities, a reevaluation shall be conducted and, if the student continues to be a student with a disability, the student shall be classified according to N.J.A.C. 6A:14-3.5(c) or 3.6(a).

Required Materials and Services

Instructional materials will be provided to blind or print-disabled students in a timely manner, consistent with a plan developed by the district.

SPECIAL EDUCATION (continued)

For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Developmentally Disabled Uniform Application Act, N.J.S.A. 30:4-25.10 et seq. and N.J.A.C. 6A:14-1.2(b)17, the necessary materials to the parent to apply for such services.

Related Services (N.J.A.C. 6A:14-3.4)

Related services including, but not limited to, counseling, occupational therapy, physical therapy, school nurse services, recreation, social work services, medical services and speech-language services shall be provided to a student with a disability when required for the student to benefit from the educational program. Related services shall be provided by appropriately certified and/or licensed professionals as specified in the student's IEP.

Protection of Students Rights: Evaluation and Reevaluation Procedures (N.J.A.C. 6A:14-3.4 and 3.8)

A due process hearing is an administrative hearing conducted by an administrative law judge. For students age three through 21 years, a due process hearing may be requested when there is a disagreement regarding identification, evaluation, reevaluation, classification, educational placement, the provision of a free, appropriate public education, or disciplinary action. For students above the age of 21, a due process hearing may be requested while the student is receiving compensatory educational or related services.

In addition, the district board of education or public agency responsible for the development of the student's IEP may request a due process hearing when it is unable to obtain required consent to conduct an initial evaluation or a reevaluation, or to release student records. The district board of education shall request a due process hearing when it denies a written parental request for an independent evaluation in accordance with N.J.A.C. 6A:14-2.5(c).

Procedures shall provide all due process protection for the rights of the student and his/her parents/guardians whether the student is already enrolled in the schools or has been located through the process for identification as described above.

In order to achieve the district's goal of providing full educational opportunity to all students with disabilities in accordance with the administrative code, parent/guardian participation shall be sought in every successive stage of the special education decisional process. All notifications shall be made and all necessary conferences conducted in the language used for communication by the parent/guardian and the student unless it is not feasible to do so, in which case the provisions of administrative code shall be followed. The superintendent shall develop and present to the board for review and adoption procedures for:

- A. Giving notice to parents/guardians and adult students in accordance with N.J.A.C. 6A:14-2.3 when an initial request is being made for consent to evaluate or when a proposal has been made to initiate or change a classification, evaluation or educational placement of the student, or the provision of a free, appropriate education. For each instance, all required information and documentation shall be supplied to the parents/guardians within the timelines set by the administrative code. Particular care must be taken to inform parents/guardians and adult students of their right to review all educational records with respect to the identification, evaluation and educational placement of the student; to appeal these by requesting a due process hearing; and their rights in regard to free and low cost legal services and legal fees;
- B. An independent evaluation at the request of the parent/guardian or adult student in accordance with N.J.A.C. 6A:14-2.5(c). Such independent evaluation shall be at no cost to the parent/guardian if it is conducted in compliance with administrative code. The IEP team shall consider any independent evaluation submitted to it when making decisions regarding special education and/or related services;
- C. Mediation, a voluntary process that is available to resolve disputes, when disputes arise during any stage

SPECIAL EDUCATION (continued)

of the special education process which cannot be settled between the original parties. A request for mediation shall not be used to deny or delay the right to request a due process hearing. A due process hearing may be initiated by the board of education, a parent/guardian or adult student;

- D. Ensuring that all evaluation procedures, including but not limited to observations, tests and interviews used to determine eligibility and placement of students with disabilities, shall comply with the requirements of N.J.A.C. 6A:14-3.4, 3.5 and 3.7.

Graduation Requirements (N.J.A.C. 6A:14-4.11)

The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. A disabled student must meet all state and local high school graduation requirements according to N.J.A.C. 6A:8-5.1(c) in order to receive a state-endorsed high school diploma except as specified in his/her IEP. When a student has been exempted from any graduation requirement, his/her IEP shall specify which requirements would qualify the student with a disability for the State endorsed diploma issued by the district.

Graduation with a State endorsed diploma is a change of placement that requires written notice in language understandable to the general public, and shall be provided in the native language of the parent/guardian (according to law N.J.A.C. 6A:14-2.3 and as described below). The parent/guardian shall be provided with a copy of the procedural safeguards statement published by the Department of Education (see 6171.4 Exhibit). The parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation. A reevaluation shall not be required.

Beginning at age 14, the individualized education program (IEP) shall include a statement of the state and local graduation requirements that the student shall be expected to meet. The statement shall be reviewed annually. If a student with a disability is exempted from, or there is a modification to, local or state high school graduation requirements, the statement shall include the rationale for the exemption or modification based on the student's educational needs; and a description of the alternate proficiencies to be achieved by the student to qualify for a State endorsed diploma.

The annual review of the IEP for an elementary school student with disabilities shall be completed by June 30 of the student's last year in the elementary school program. The annual review shall include input from the staff of the secondary school. The IEP shall include a statement of the student's transition from an elementary program to the secondary program which shall be determined by factors including number of years in school; social, academic and vocational development; and chronological age.

If a district board of education grants an elementary school diploma, a student with a disability who fulfills the requirements of his or her IEP shall qualify for and receive a diploma.

Students with disabilities who meet the standards for graduation shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

Assessment (N.J.A.C. 14-4.10)

The board shall ensure that all students with disabilities participate in statewide assessments in each content area of the general statewide assessment for their grade. Accommodations or modifications approved by the Department of Education shall be provided when determined necessary by the IEP team. Students with disabilities shall participate in the alternate proficiency assessment in each content area where the nature of the student's disability is so severe that the student is not receiving instruction in any of the knowledge and skills measured by the general statewide assessment and the student cannot complete any of the types of questions on the assessment in the content area(s) even with accommodations and modifications.

SPECIAL EDUCATION (continued)

A statement of any individual modifications in the administration of statewide or districtwide assessments of student achievement needed for the student to participate in such assessment shall be included in the student's IEP. If the IEP team determines that the student shall not participate in a particular general statewide or districtwide assessment of student achievement (or part of such an assessment), a statement of why that assessment is not appropriate for the student according to N.J.A.C. 6A:14-4.10 and a statement of how that student shall be assessed and which assessment methodology is appropriate for the student shall be included in the student's IEP.

Following the 11th grade, students with disabilities who are required to pass a Department of Education approved high school proficiency assessment for graduation and have not done so shall participate in the dynamic learning map (DLM; formerly SRA and APA) in accordance with N.J.A.C. 6A:8. If a student is participating in a Department of Education alternative proficiency assessment determined by the IEP team, the student shall not be required to again participate in the high school proficiency assessment and pass that assessment.

Compilation, Maintenance, Access to and Confidentiality of Student Records (see board policy 5125 Student Records, N.J.A.C. 6A:32-7.4 through -7.6).

The board directs that the names and other personally identifiable data concerning students with disabilities shall be kept confidential and shall not be included in the public acts and public records of this district. Such names and data shall be reduced to code for inclusion in the public record. A special confidential file shall be maintained listing the names of students with disabilities on whose behalf the board of education must take public action. Motions concerning disabled students made at public meetings shall be anonymous and referred to this confidential file. This file shall be maintained in accordance with N.J.A.C. 6A:32-7.1.

The superintendent or his or her designee shall be responsible for the security of student records maintained in the school district and shall devise procedures for assuring that access to such records is limited to authorized persons.

The student records shall be maintained according to N.J.A.C. 6A:32-7 and board policy 5125 Student Records.

- A. The parent/guardian, adult student or their designated representative shall be permitted to inspect and review the contents of the student's records maintained by the district board of education under N.J.A.C. 6A:32 without unnecessary delay and before any meeting regarding the IEP.

Any consent required for students with disabilities under N.J.A.C. 6A:32-7 shall be obtained according to N.J.A.C. 6A:14-1.3 "consent" and 2.3(a) and (b) as follows:

1. The board shall make reasonable efforts to obtain parental consent for an initial evaluation for any ward of the state. If, after reasonable efforts, the parent cannot be found, or parental rights have been terminated, or subrogated for purposes of consenting to eligibility by the court and consent has been given by an individual the court has appointed, parental consent need not be obtained for an initial evaluation.
2. When a parent refuses to provide consent for implementation of the initial IEP, no IEP shall be finalized and the board may not seek to compel consent through a due process hearing. However, if a parent refuses special education and related services on behalf of a student, the board shall not be determined to have denied the student a free, appropriate public education because the student failed to receive necessary special education and related services nor shall the board be determined in violation of its child-find obligation solely because it failed to provide special education or related services to a student whose parents refused to provide consent for implementation of the initial IEP. If a parent refuses to provide consent and the district and the parent have not agreed to other action, prior to conducting any assessment as part of an initial evaluation or reevaluation and prior to the

SPECIAL EDUCATION (continued)

release of student records the district may request a due process hearing according to N.J.A.C. 6A:14-2.7(b) to obtain consent.

- B. Records may be released with the consent of the parent/guardian or adult student having legal responsibility for educational decision making. Consent shall be agreed to in writing. The board shall ensure that the parent/guardian or adult student having legal responsibility for educational decision making:
 - 1. Has been fully informed of all information relevant to the activity for which consent is being sought, in his or her native language or other mode of communication;
 - 2. Understands and agrees in writing to the implementation of the activity for which consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom;
 - 3. Understands that the granting of consent is voluntary and may be revoked at any time; and
 - 4. If the parent/guardian or adult student having legal responsibility for educational decision making revokes consent, that revocation is not retroactive (that is, it does not negate an action that has occurred after the consent was given and before the consent was revoked).
- C. To ensure proper accessibility and confidentiality, the records of students with disabilities shall be gathered, updated, maintained, stored, transferred, made accessible and finally disposed of in accordance with the district policy 5125 Student Records in general. To assure the security of special education records:
 - 1. Provision shall be made for access and security of electronic records of students with disabilities;
 - 2. Clerical and secretarial tasks related to such records shall be performed only under the supervision of appropriately certified staff.

As with all student records, access shall be guaranteed to persons authorized according to N.J.A.C. 6A:32-7.5 within 10 days of the request, but prior to any review or hearing conducted in accordance with State Board of Education regulations.

For the district's general policy and regulation on student records see 5125, which deals with all requirements common to students with disabilities and general student records including enumeration and description of records, provisions for access, notice to parents/guardians of their rights in regard to the child's records, etc.

Procedural Safeguards (N.J.A.C. 6A:14-2.3 through –2.4):

The board of education directs the superintendent to establish and implement the required procedural safeguards.

Procedural safeguards shall include:

- A. Ensuring that the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights when a parent cannot be identified, located, and agency of the State has guardianship of the student, or the student is an unaccompanied homeless youth;
- B. Giving notice to parents/guardians per N.J.A.C. 6A:14-2.3 when an initial request is being made for consent prior to conducting any assessment as part of the initial evaluation; prior to the implementation of the initial IEP; prior to conducting any assessment as a part of a reevaluation; prior to the release of student records; each time the board seeks access to private insurance; when a member of the IEP team is excused from participating in a meeting; when the IEP is amended; and when a parent or the board agree to waive a reevaluation. For each instance, all required information and documentation shall be

SPECIAL EDUCATION (continued)

supplied to the parents/guardians within the timelines set by the administrative code. Particular care must be taken to inform parents/guardians of their right to appeal and their rights in regard to legal fees;

- C. Seeking consent of parents/guardians to the actions in 1, when such consent is required;
- D. Seeking parent/guardian participation in conferences and determinations as specified in 1, and in evaluation of the success of the educational plan for their child. When necessary, conference schedules shall be altered to accommodate working parents/guardians;
- E. Protection in the evaluation procedures including the use a variety of assessment tools and strategies to gather relevant functional and developmental information; valid measures that are not racially or culturally discriminatory; assessments that are administered in the language and form most likely to yield accurate information; assessment all areas of suspected disability; and other provisions of N.J.A.C. 6A:14-2.5;
- F. Ensuring that a parent shall be entitled to only one independent evaluation at public expense each time the board conducts an initial evaluation or reevaluation with which the parent disagrees;
- G. Ensuring mediation when disputes arise during any stage of the special education process which cannot be settled between the original parties;
- H. Providing for a due process hearing conducted by an administrative law judge. For students age three through 21 years, a due process hearing may be requested when there is a disagreement regarding identification, evaluation, reevaluation, classification, educational placement, the provision of a free, appropriate public education, or disciplinary action. For students above the age of 21, a due process hearing may be requested while the student is receiving compensatory educational or related services;
- I. Discipline, suspension and expulsion procedures for up to 10 consecutive or cumulative school day that are subject to the same board procedures as nondisabled students. However, at the time of removal, the principal shall forward written notification and a description of the reasons for such action to the case manager and the student's parent(s);
- J. Protection of student information and the maintenance of student records according to board policy 5125 Student records and law (N.J.A.C. 6A:32-7);
- K. Except as provided in N.J.A.C. 6A:14-6.1(a) and required by an administrative law judge when the district failed to provide a free and appropriate education, the board shall not be required to pay for the cost of education, including special education and related services, of a student with a disability if the district made available a free, appropriate public education and the parents elected to enroll the student in a nonpublic school, an early childhood program, or an approved private school for students with disabilities;
- L. Related services including, but not limited to, counseling, occupational therapy, physical therapy, school nurse services, recreation, social work services, medical services and speech-language services shall be provided to a student with a disability when required for the student to benefit from the educational program. Related services shall be provided by appropriately certified and/or licensed professionals as specified in the student's IEP;
- M. The superintendent shall ensure that the district's special education programs comply with the law in every respect, including fiscal regulations and reports;
- N. These procedures shall provide all due process protection for the rights of the student and his/her parents/guardians. Procedures shall be conducted in strict compliance with the provisions of the administrative code dealing with parental notification, consent and involvement, including determination of

SPECIAL EDUCATION (continued)

the parents/guardians' dominant language and necessary accommodations if the language is other than English or if the parents/guardians are deaf;

- O. To implement achievement of the board's goal for provision of special education, the superintendent shall oversee development of a written plan for special education conforming to the state plan for the educationally disabled. The plan shall consist of policies, procedures, assurances; a comprehensive system of personnel development; data collection and an application that describes the use of IDEA Part B funds;
- P. Complying with other aspects of the district program for special education and/or requirements of N.J.A.C. 6A:14.

Written Plan

To implement achievement of the board's goal for provision of special education, the superintendent shall oversee development of a written plan for special education conforming to the state plan for the educationally disabled. After the plan has been approved by the board of education and the executive county superintendent, the superintendent shall implement it in this district and supervise its operation so that it will accomplish its stated goals and objectives. The plan, any alterations to it, and an evaluation of its effectiveness will be shared annually with the community.

Discipline

In general, students with disabilities are subject to the same disciplinary constraints and sanctions as nondisabled students. However, before disciplinary action is taken against an educationally disabled student, consideration must be given to whether the behavior is caused by the disabling condition, whether the program that is being provided meets the student's needs, whether a component of the student's IEP covers the behavior, or whether the student is an immediate danger to himself/herself or others.

A disabled student may be removed for disciplinary reasons from his/her current educational placement to an interim alternative educational setting, another setting, or a suspension without the provision of educational services for up to 10 consecutive or cumulative school days in a school year. The building principal/designee must forward a written notice and description of the reasons for the student's removal to the case manager and the student's parents:

- A. In imposing a removal of ten days or less on a classified student, the building principal may, on a case-by-case basis, consider any unique circumstances pertaining to the violation of the student code of conduct. Any such unique circumstance shall be included in the above written description of the reasons for removal;
- B. Special education students are entitled to receive general educational services on or before the fifth day of suspension. A building principal who imposes a suspension of five days or more on a special education student must contact the case manager to ensure that appropriate services are provided.

Preschool students with disabilities shall not be suspended or expelled.

Procedures for imposing and implementing disciplinary sanctions on students with disabilities, including removal to an interim alternative educational setting, suspension for more than 10 school days in a school year, or expulsion, shall be in strict compliance with the provisions of state and federal law and the administrative code. (See N.J.A.C. 6A:14-2.8, 3.7 and Appendix A)

(See board policy 5114 Suspension and Expulsion)

SPECIAL EDUCATION (continued)Disabilities Services Resource (all school districts with grades nine through 12) N.J.S.A. 18A:46-7.3

The board shall designate at least one staff member to serve as a disability services resource for parents. The designated staff member shall be able to demonstrate competency in the various services available through State agencies that serve persons with disabilities, and shall provide information to parents about how to access the services and assistance to parents in contacting the appropriate State agency. The district shall conduct outreach activities to ensure that the parents of children who receive special education services in the district, and local community disability organizations and service providers, are made aware of the name and contact information of the designated staff member.

Early Intervention

When an IEP is developed for a child age three who has been enrolled in an early intervention program and it is determined that the district shall provide a free, appropriate public education for that student by continuing the program in the early intervention program for the balance of that school year the board shall be responsible to ensure:

- A. That a free, appropriate special education and related services to students with disabilities is provided in accordance with N.J.A.C. 6A:14-1.1(d);
- B. A contractual agreement shall be provided between the board and the early intervention program;
- C. Personnel shall be appropriately certified and, if required, licensed; and
- D. Applications for exceptions to program and instruction requirements according to N.J.A.C. 6A:14-4.9 shall be made whenever necessary.

When a child who has been enrolled in the early intervention program requires an extended year program, the district may contract with the early intervention program for the provision of that program.

Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs will experience a smooth transition and have an individualized education program developed and implemented.

Preschool Disabled Program

The superintendent shall develop and propose for board adoption programs and related services for students ages three through five who have been identified and classified as preschool disabled. Such programs and services shall be in strict accordance with New Jersey administrative code.

Nonpublic Schools (N.J.A.C. 6A:14-6.1, -6.2)

The board shall provide a genuine opportunity for the equitable participation of students with disabilities who have been enrolled in nonpublic schools by their parents/guardians, in accordance with federal law and regulations. All special education programs and services shall be provided with the consent of parents/guardians.

The board shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs and spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district, after timely and meaningful consultation with representatives of nonpublic schools, shall

SPECIAL EDUCATION (continued)

undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district.

As part of the child find process, the district board of education shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development of special education and related services for such children.

Students identified as having disabilities attending nonpublic schools located in this district shall receive programs and services as specified in N.J.A.C. 6A:14- 6.2.

Placement Private Schools (N.J.A.C. 6A:14-7.5)

When the board places a student with a disability in an approved residential private school inside or outside the district or state in order to provide the student a free, appropriate public education, such placement shall be at no cost to the parent. The board shall be responsible for special education costs, room and board.

Native Language

Students who do not speak English; speak English but reside in a home where English is not the primary language spoken, and need instruction toward mastery of the English language; or speak some English but are more capable of performing school work in their native language, may have educationally disabling conditions that must be addressed in order to provide them the full educational opportunity that is the goal of the district for every child. Evaluation procedures shall be selected so that the student's cultural background and language abilities are taken into consideration unless it is clearly unfeasible to do so; and shall accurately reflect the student's ability rather than the impairment. All actions regarding parent/guardian notification, consent and participation shall be provided in the native language of the parent, unless that is clearly impossible. In that case, care shall be taken that the facts and procedures are made intelligible to the parents/guardians.

Staff Qualifications and Staff Development (N.J.A.C. 6A:14-1.2(b)13, 14)

All personnel serving students with disabilities shall be appropriately certified and licensed according to the State certification standards N.J.A.C. 6A:9B-11.4, where a license is required, in accordance with State and Federal law.

The superintendent shall ensure that the in-service training need for professional and paraprofessional staff who provide special education, general education or related services are identified. Appropriate in-service training shall be provided. The board direct the superintendent to maintain information to demonstrate district efforts to:

- A. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
- B. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
- C. Acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
- D. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and

SPECIAL EDUCATION (continued)

- E. Provide for joint training activities of parents and special education, related services and general education personnel.

Cooperation with Other Agencies

The superintendent shall investigate the possibilities of working with organizations and agencies providing services for students with disabilities, and shall present feasible programs and relationships to the board for consideration.

Parent Advisory Council (N.J.A.C. 6A:14-1.2(h))

The board shall ensure that a special education parent advisory group is in place in the district to provide input to the district on issues concerning students with disabilities.

Annual Reports

Annually, the board shall submit to the Department of Education a report describing the special education programs and services provided. The end of the year report shall include the numbers of nonpublic school students provided each program or service and such other information as may be required by the Department of Education.

Eligibility for State and Federal Funds

The superintendent shall ensure that all requirements for receiving, using and accounting for state and federal funds shall be fulfilled in an accurate and timely manner.

Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with law.

Access

In addition to educational programs, the board directs that the superintendent take into consideration physical access to district facilities for students, staff and the community with disabilities in determining location of programs or planning new facilities per state and federal law.

Adopted: August 21, 2014

Revised: April 27, 2017

FIRST READING: April 19, 2018

Key Words

Special Education, Disabled, Graduation Requirements, Records, Pupil Records, Student Records, Special Education Pupil Records, Parent Advisory Group

SPECIAL EDUCATION (continued)**6171.4 Special Education Policy Crosswalk**

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SPECIAL EDUCATION (continued)

ADDENDUM: TO 6171.4 SPECIAL EDUCATION POLICY

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION PROGRAMS**

**BOARD OF EDUCATION POLICIES AND PROCEDURES
FOR ELIGIBILITY UNDER PART B OF THE IDEA
FOR 2016-2017**

PART I - POLICIES

COUNTY CODE: _____ **COUNTY NAME:** _____

DISTRICT CODE: _____ **DISTRICT NAME:** _____

In accordance with Part B of the IDEA and N.J.A.C. 6A:14-1.1, N.J.A.C. 6A:14-1.2(b) and (c), the district board of education shall adopt and assure compliance with the following policies:

Policy #1:

All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3.

Policy #2:

Homeless students are located, identified and evaluated according to N.J.A.C. 6A:14- 3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.

Policy #3:

Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.

Policy #4:

An individualized education program is developed, reviewed, and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.

Policy #5:

To the maximum extent appropriate students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.

Policy #6:

Students with disabilities are included in statewide and districtwide assessment programs, with appropriate accommodations, where necessary, according to N.J.A.C. 6A:14- 4.10. All students with disabilities will participate in statewide assessments or the applicable alternate assessment, in grades 3, 4, 5, 6, 7, 8, and high school in the applicable courses.

Policy #7:

SPECIAL EDUCATION (continued)

Students with disabilities are afforded the procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent as set forth at N.J.A.C. 6A:14-2.2, when appropriate.

Policy #8:

The rules set forth in N.J.A.C. 6A:14 ensure a free appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school:

1. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program is in effect for the student by that date;
2. If a child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin;
3. A free, appropriate public education is available to any student with a disability who needs special education and related services, even though the student is advancing from grade to grade;
4. The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student's unique needs and not on the student's disability; and
5. The services and placement needed by each student with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the student's home as possible, and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.

Policy #9:

Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under this chapter will experience a smooth transition and have an individualized education program developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

Policy #10:

Full educational opportunity to all students with disabilities is provided.

Policy #11:

The compilation, maintenance, access to and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.

Policy #12:

Provision is made for the participation of students with disabilities who are placed by their parents in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.

Policy #13:

Students with disabilities who are placed in private schools by the district board of education, are provided special education and related services at no cost to their parents according to N.J.A.C. 6A:14-1.1 and N.J.A.C. 6A:14-7.5(b)3.

Policy #14:

SPECIAL EDUCATION (continued)

All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, pursuant to N.J.A.C. 6A:14-1.2(b)13.

Policy #15:

Pursuant to N.J.A.C. 6A:14-1.2(b)4, the in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified and that appropriate in-service training is provided. The district board of education shall maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
5. Provide for joint training activities of parents and special education, related services and general education personnel.

Policy #16:

Instructional materials will be provided to blind or print-disabled students in a timely manner, consistent with a plan developed by the district.

Policy #17:

For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Developmentally Disabled Uniform Application Act, N.J.S.A. 30:4-25.10 et seq. and N.J.A.C. 6A:14-1.2(b)17, the necessary materials to the parent to apply for such services.

Policy #18:

When the school district utilizes electronic mail, parents are informed as to whether they may use electronic mail to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and that they may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14-1.2(b)18.

Policy #19:

The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP, pursuant to N.J.A.C. 6A:14-4.5(d).

***Policy #20:**

The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services as required by N.J.A.C. 6A:14-3.7(c)4.

SPECIAL EDUCATION (continued)***Policy #21:**

The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.S.A. 18A:40-5.1 et seq.

PART II – PROCEDURES

In accordance with Part B of the IDEA and N.J.A.C. 6A:14-1.1, N.J.A.C. 6A:14-1.2(b) and (c), the district board of education shall assure compliance with the following policies and related procedures below:

Policy #1:

All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3.

AND

Policy #2:

Homeless students are located, identified and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.

AND

Policy #7:

Students with disabilities are afforded the procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq. including appointment of a surrogate parent as set forth at N.J.A.C. 6A:14-2.2, when appropriate.

Pursuant to 20 U.S.C. §1412(a)(3), procedures to locate students with disabilities (child find) must ensure that:

1. Person(s) responsible to conduct child find activities are identified.
2. Child find activities are conducted for all children ages three through 21, who reside within the district or attend nonpublic schools within the district.
3. Child find activities are conducted at least annually.
4. Child find activities (meetings, printed materials and/or public service announcements) are conducted in the native language of the population, as appropriate.
5. Child find activities address public and nonpublic students, including highly mobile students such as migrant and homeless students.
6. Child find activities for nonpublic school students are comparable to activities conducted for public school students.
 - a. Child find activities for nonpublic school children provide for consultation with appropriate representatives of the nonpublic school and parents on how to carry out these activities.
7. Child find activities include outreach to a variety of public and private agencies and individuals concerned with the welfare of students, such as clinics, hospitals, physicians, social service agencies and welfare agencies.

SPECIAL EDUCATION (continued)**For charter schools, renaissance schools or state agencies, procedures must ensure that:**

1. Child find activities are limited to the population of students enrolled in the charter or renaissance school or served by the state agency.
2. Person(s) to conduct child find activities are identified.
3. Child find activities are conducted at least annually.
4. Child find activities (meetings, printed materials and/or public service announcements) are conducted in the native language of the population, as appropriate.

Procedures for interventions in the general education program must ensure that:

1. Criteria/steps for initiating interventions in the general education program are identified.
2. Parents, teachers and other school professionals, as appropriate, are informed of the procedures to initiate interventions in the general education program.
3. Activities are in place to determine whether the interventions are effective.
4. School personnel who are responsible for the implementation/evaluation of the interventions are identified; and
5. The type, frequency, duration and effectiveness of the interventions are documented.

Procedures for referral must ensure that:

1. Steps are in place to refer students after it has been determined that interventions in the general education program are not effective in alleviating the educational difficulties.
2. Steps are in place to refer students directly to the child study team when warranted.
3. Steps are in place to refer students who may have a disability but are advancing from grade to grade.
4. Steps for initiating a referral to the child study team by school personnel identify:
 - a. The information/documentation of student performance required in the referral;
 - b. Forms, if any, that are to be submitted by school personnel;
 - c. School personnel who are responsible to process referrals; and
 - d. Timelines for processing referrals including the date that initiates the 20-day timeline for conducting the referral/identification meeting.
5. Steps for processing written referrals received from parents identify:
 - a. School personnel who are responsible to process referrals from parents; and
 - b. Timelines for processing referrals including the date that initiates the 20-day timeline for conducting the referral/identification meeting.
 - c. School personnel, parents and agencies are informed of referral procedures.

For students with disabilities potentially in need of a surrogate parent, procedures must ensure that:

1. A surrogate parent is provided to a student in accordance with N.J.A.C. 6A:14-2.2 when:
 - a. The parent of the student cannot be identified or located.
 - b. An agency of the State has guardianship of the student and that agency has not taken steps to appoint a surrogate parent for the student.
 - c. The student is a ward of the state and no State agency has taken steps to appoint a surrogate parent for the student.
 - d. No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent and no State agency has taken steps to appoint a surrogate parent for the student.
 - e. The student is an unaccompanied homeless youth and no State agency has taken steps to appoint a

SPECIAL EDUCATION (continued)

surrogate parent for the student.

2. The district will make reasonable efforts to appoint a surrogate parent within 30 days of its determination that a surrogate parent is required for a student.
3. The district will appoint a person who will be responsible for appointing surrogate parents and overseeing the process. The responsible person will:
 - a. Determine whether there is a need for a surrogate parent for a student;
 - b. Contact any State agency that is involved with the student to determine whether the State has had a surrogate parent appointed for the student; and
 - c. Make reasonable efforts to select and appoint a surrogate parent for the student within 30 days of determining that there is a need for a surrogate parent for the student.
4. The district will establish a method for training surrogate parents that includes provision of information with respect to parental rights and procedural safeguards available to parents and students in accordance with N.J.A.C. 6A:14.
 - a. The district will appoint a person that will be responsible for training surrogate parents;
 - b. The training of surrogate parents will ensure that surrogate parents have knowledge and skills that ensure adequate representation of the child with a disability;
 - c. The training will be designed to make surrogate parents familiar with State and federal requirements for assessment, individualized education program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
 - d. Surrogate parents will be provided with copies of: the Parental Rights in Special Education booklet; N.J.A.C. 6A:14; the Special Education Process; Code Training Materials from the Department of Education Website; and other relevant materials; and
 - e. Surrogate parents will be provided information to enable them to become familiar with the nature of the child's disability.
5. The district will ensure that:
 - a. All persons serving as surrogate parents have no interest that conflicts with those of the student he or she represents;
 - b. All persons serving as surrogate parents possess knowledge and skills that ensure adequate representation of the student;
 - c. All persons serving as surrogate parents are at least 18 years of age;
 - d. If the school district compensates the surrogate parent for providing such services, a criminal history review of the person in accordance with N.J.S.A. 18A:6-7.1 is completed prior to his or her serving as the surrogate parent; and
 - e. No person appointed as a surrogate parent will be an employee of the New Jersey Department of Education, the district board of education or a public or nonpublic agency that is involved in the education or case of the child.

Policy #3:

Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-2.5 and 3.4, no additional written procedures are required.

SPECIAL EDUCATION (continued)**Policy #4:**

An individualized education program is developed, reviewed and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-2.6 and 3.7, no additional written procedures are required.

Policy #5:

To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-4.2, no additional written procedures are required.

Policy #6:

Students with disabilities are included in statewide and districtwide assessment programs, with appropriate accommodations, where necessary, according to N.J.A.C. 6A:14- 4.10. All students with disabilities will participate in statewide assessments or the applicable alternate assessment, in grades 3, 4, 5, 6, 7, 8, and high school in the applicable courses.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-4.10, no additional written procedures are required.

Policy #8:

A free, appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free, appropriate public education to students with disabilities who are suspended or expelled must ensure that:

1. School officials responsible for implementing suspensions/expulsions in the district are identified.
2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager.
3. A system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons.
4. Suspension from transportation is counted as a day of removal if the student does not attend school.
 - a. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
5. Removal for at least half of the school day is reported via the ~~Electronic Violence and Vandalism Reporting System~~. **Student Safety Data System (SSDS).**

SPECIAL EDUCATION (continued)

6. If the district has an in-school suspension program, participation in the program is **not** considered a removal when determining whether a manifestation determination must be conducted if the program provides the following:
 - a. Opportunity for the student to participate and progress in the general curriculum;
 - b. Services and modifications specified in the student's IEP;
 - c. Interaction with peers who are not disabled to the extent they would have in the current placement; and
 - d. The student is counted as present for the time spent in the in-school suspension program.
7. When a series of short-term removals will accumulate to more than 10 school days in the year:
 - a. School officials and the case manager consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2;
 - b. Written documentation of the consultation between school officials and the case manager is maintained;
 - c. If it is determined that there is no change in placement, school officials, the case manager and special education teacher consult to determine the extent to which services are necessary to:
 1. Enable the student to participate and progress appropriately in the general education curriculum; and
 2. Advance appropriately toward achieving the goals set out in the student's IEP; and
 3. Written documentation of the consultation and services provided is maintained.
8. Steps are in place to convene a meeting of the IEP team and, as necessary or required, conduct a functional behavioral assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004 20 U.S.C. §1415 et seq.

Procedures regarding the provision of a free, appropriate public education to preschool age students with disabilities must ensure that:

Eligible preschool age children who are not participating in an early intervention program have an IEP in effect by their third birthday. Steps include:

1. Responding to referrals according to N.J.A.C. 6A:14-3.3(e)
2. Having a program in place no later than 90 calendar days from the date of consent.

Procedures regarding the provision of a free, appropriate public education to students with disabilities who are advancing from grade to grade must ensure that:

A student with a disability, who is advancing from grade to grade with the support of specially designed services, may continue to be eligible when:

1. As part of a reevaluation, the IEP team determines that the student continues to require specially designed services to progress in the general education curriculum; and
2. The use of functional assessment information supports the IEP team's determination.

Policy #9:

Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under this chapter will experience a smooth transition and have an individualized education program developed and implemented according to N.J.A.C. 6A:14-3.3(e) and

SPECIAL EDUCATION (continued)

N.J.A.C. 6A:14-3.7.3

1. A child study team member of the district will participate in the preschool transition planning conference arranged by the designated service coordinator from the early intervention system and will:
 - a. Review the Part C Individualized Family Service Plan for the child;
 - b. Provide the parent(s) written district registration requirements;
 - c. Provide the parents written information with respect to available district programs for preschool students, including general education placement options; and
 - d. Provide the parent(s) a form to use to request that the Part C service coordinator be invited to the child's initial IEP meeting.
2. The Part C service coordinator will be invited to the initial IEP meeting for a student transitioning from Part C to Part B.

Policy #10:

Full educational opportunity to all students with disabilities is provided.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-1.1, no additional written procedures are required.

Policy #11:

The compilation, maintenance, access to and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:32-7, no additional written procedures are required.

Policy #12:

Provision is made for the participation of students with disabilities who are placed by their parents in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-6.1 and 6.2, no additional written procedures are required.

Policy #13:

Students with disabilities who are placed in private schools by the district board of education, are provided special education and related services at no cost to their parents according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-1.1 and 7.5(b)3, no additional written procedures are required.

SPECIAL EDUCATION (continued)

Policy #14:

All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)13, no additional written procedures are required.

Policy #15:

The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified and that appropriate in-service training is provided. The district board of education shall maintain information to demonstrate its efforts to:

1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, school board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
5. Provide for joint training activities of parents and special education, related services and general education personnel.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)14, no additional written procedures are required.

Policy #16:

Instructional materials will be provided to blind or print-disabled students in a timely manner.

Instructional materials will be provided to blind or print-disabled students in accordance with a plan developed by the district. The plan will be the Individualized Education Program of each student with a disability, which will set forth the instructional materials needed, how they will be provided, and address any assistive technology needed to permit the student to utilize the materials.

Policy #17:

For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., the necessary materials to the parent to apply for such services.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)17, no additional written procedures are required.

Policy #18:

SPECIAL EDUCATION (continued)

When the school district utilizes electronic mail, parents are informed as to whether they may use electronic mail to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and that they may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)18, no additional written procedures are required.

Policy #19:

The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-4.5(d), no additional written procedures are required.

***Policy #20:**

The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services.

Procedures:

Due to the specificity of the requirements at N.J.A.C. 6A:14-3.7(c)4, no additional written procedures are required.

***Policy #21:**

The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.S.A. 18A:40-5.1 et seq. The district board of education shall maintain information to demonstrate its efforts to:

1. Select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities;
2. Ensure that each student enrolled in the district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using the selected screening tool no later than the student's completion of the first semester of second grade;
3. Develops a procedure to screen eligible newly-enrolled students in accordance with the legislation;
4. Ensures the screening is administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities; and
5. Ensures that students who are diagnosed with dyslexia or other reading disability receive appropriate evidence-based interventions.

Legal References: N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:46-1 et seq.
See particularly:

Law Against Discrimination
 Classes and Facilities for Handicapped Children

SPECIAL EDUCATION (continued)

| | |
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| <u>N.J.S.A.</u> 18A:46-13 | |
| <u>N.J.S.A.</u> 18A:46A-1 <u>et seq.</u> | Auxiliary Services |
| <u>N.J.A.C.</u> 5:23-1 <u>et seq.</u> | Uniform construction code |
| <u>N.J.A.C.</u> 6A:7-1.7 | Equality in school and classroom practices |
| <u>N.J.A.C.</u> 6A:8-1.2 | Scope |
| <u>N.J.A.C.</u> 6A:8-1.3 | Definitions |
| <u>N.J.A.C.</u> 6A:8-3.1 | Curriculum and instruction |
| <u>N.J.A.C.</u> 6A:8-4.1 <u>et seq.</u> | Implementation of the Statewide Assessment System |
| <u>N.J.A.C.</u> 6A:8-5.1 <u>et seq.</u> | Implementation of Graduation Requirements |
| <u>N.J.A.C.</u> 6A:9B-1.1 <u>et seq.</u> | State board of examiners and certification |
| <u>See particularly:</u> | |
| <u>N.J.A.C.</u> 6A:9B-11.4 | Teacher of students with disabilities |
| <u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u> | Special Education |
| <u>N.J.A.C.</u> 6A:15-1.4 | Bilingual programs for limited English proficient students |
| <u>N.J.A.C.</u> 6A:23A-1.1 <u>et seq.</u> | Fiscal accountability, efficiency and budgeting procedures |
| <u>See particularly:</u> | |
| <u>N.J.A.C.</u> 6A:23A-17.4 to -17.7, -18.1 <u>et seq.</u> | |
| <u>N.J.A.C.</u> 6A:26-6.1 <u>et seq.</u> | Planning and Construction Standards for School Facilities |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School Districts |
| <u>N.J.A.C.</u> 6A:32-7.1 <u>et seq.</u> | Student Records |
| <u>N.J.A.C.</u> 6A:32-8.3 | School attendance |
| <u>N.J.A.C.</u> 6A:33-1.1 <u>et seq.</u> | School attendance |

Every Student Succeeds Act, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

20 U.S.C.A. 1400 et seq. - 1990 Individuals With Disabilities Education Act, P.L. 101-476 (formerly Education for All Handicapped Children Act--Part B)

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. - General Administrative Regulation EDGAR

34 CFR 77.1 et seq. - General Administrative Regulation EDGAR

34 CFR 300 - Assistance to States for the Education of Children with Disabilities (IDEA Regulations)

International Building Code 2015, New Jersey Edition; Frist Printing: September 2015; ISBN: 978-1-60983-156-1; Copyright 2015, International Code Council, Inc.

Agostini v. Felton, 521 U.S. 203 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (C. A.3 1993)

Cedar Rapids Community School District v. Garrett F., 526 U.S. 66 (1999)

SPECIAL EDUCATION (continued)**Possible**

| | | |
|---------------------------------|--------------|--|
| <u>Cross References:</u> | *1120 | Board of education meetings |
| | *4112.2 | Certification |
| | *4131/4131.1 | Staff development; inservice education/visitations/conferences |
| | *5114 | Suspension and expulsion |
| | *5120 | Assessment of individual needs |
| | *5125 | Pupil records |
| | *5131 | Conduct/discipline |
| | *5200 | Nonpublic school pupils |
| | *6121 | Nondiscrimination/affirmative action |
| | *6145 | Extracurricular activities |
| | *6151 | Class size |
| | *6164.2 | Guidance services |
| | *6164.4 | Child study team |
| | *9322 | Public and executive sessions |

*Indicates policy is included in the Critical Policy Reference Manual.

April 19, 2018

The Curriculum Committee, on recommendation of the Superintendent of Schools and the Assistant Superintendent for Curriculum and Instruction, presents the following:

1. That the Board of Education approve payment not to exceed \$1,995 to WriteSteps Writing for one day of professional development for elementary teachers in Spring 2018.
2. That the Board of Education approve as a pilot, American Sign Language Level 2, for the 2018-2019 school year at John F. Kennedy Memorial High School and Woodbridge High School.
3. That the Board of Education approve as a pilot the 5 credit "Web Design" course to be offered at Colonia High School for the 2018-2019 school year at no cost to the district.
4. That the Board of Education approve WriteSteps Writing Research Pilot at Oak Tree Road School #29 for the 2018-19 school year at no cost to the district.
5. That the Board of Education approve the Pre-Kindergarten ESL Program at School #21 for the 2018-2019 school year.
6. That the Board of Education approve the extension of the pilot Interactive Science Grade 5 to Indiana Avenue School #18 for the 2017-2018 school year at no cost to the district.
7. That the Board of Education approve the payment not to exceed \$7176 to EdTech Team, 5405 Alton Parkway, Irvine, CA for two days of Google 1 professional development during the 2017-2018 school year for Mathematics and Language Arts teachers. This contract is awarded without competitive bidding as an "Education Service" under the provisions of the Public School Contract Law (N.J.S.A. 18A:18A-5(a)5). (Payment will be from Account# 20-271-200-300-00-F-00-00.)
8. That the Board of Education approve the following supplemental books for the instructional program:

| | | |
|---------------------------------|---------------------------|-------|
| The Invisible Boy | Kindergarten | 12.74 |
| Trudy Ludwig | | |
| Random House Children's Books | | |
| 1745 Broadway | | |
| New York, NY 10019 | 2013 | |
| Changes in the Land | SUPA American History 101 | 15.00 |
| William Cronon | | |
| Hill & Wang | | |
| 18 West 18 th Street | | |
| New York, NY 10011 | 2003 | |
| The Kingdom of Matthias | SUPA American History 101 | 19.95 |
| Paul E. Johnson & Sean Wilentz | | |
| Oxford University Press | | |
| 198 Madison Avenue | | |
| New York, NY 10016 | 2012 | |
| Never Caught | SUPA American History 101 | 26.00 |
| Erica Armstrong Dunbar | | |
| Atria Books (Simon & Schuster) | | |
| 11230 Avenue of Americas | | |
| New York, NY 10011 | 2017 | |
9. That the Board of Education approve the Memorandum of Agreement between Kean University Council for Global Education and Citizenship and the Woodbridge Township Board of Education Teaching the Holocaust/Prejudice Reduction Courses at no cost to the district.

April 19, 2018

10. That the Board of Education award contract for PD19-04 TI Calculators or Equivalent for the 2018-2019 school year to the following vendor, whose proposal met specifications for those items that each bidder submitted the lowest price: EAI Education ("EAI"), 118 Bauer Drive, Oakland, NJ 07436. (Bids opened 3/2/18, one bid received).
11. That the Board of Education approve the award of PD19-03 Ink and Toner for the 2018-2019 school year to the low bidders whose proposal also met specifications, items to be purchased on an as-needed basis (Bids read 3/6/18; 1 rejected):

The Tree House, Inc.
P.O. Box 413
Norwood, MA 02063

W. B. Mason Co., Inc.
59 Centre Street
Brockton, MA 02303

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

April 19, 2018

The **Finance and Insurance Committee**, on recommendation of the Superintendent of Schools and the Business Administrator/Board Secretary, presents the following:

1. That the Board of Education approves payment of the bills in the amount of \$20,649,166.11, Capital Project bills in the amount of \$59,038.62 and Food Service Department bills in the amount of \$452,299.32.
2. That the amount, of district taxes needed to meet the obligations of this Board for the next thirty-one day period, beginning April 1, 2018 is:
 Requisition for Taxes for the General Fund in the amount of \$14,700,000.00 and for the Debt Service in the amount of \$432,200.00 totaling \$15,132,200.00 and that the Township Council is hereby requested to place in the hands of the Treasurer of School Monies that amount by May 10, 2018.
3. That the Board of Education accept the attached Report of the Secretary for the month of March 2018.
4. That the Board of Education accept the attached Business Administrator/Board Secretary's Monthly Interest and Investment Report for the month of March 2018.
5. That the Board accept the attached Reports of the Treasurer for the month of February 2018 as it agrees with the Report of the Secretary
6. That the members of the Board of Education certify that to the best of their knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
7. That the following list of banks and accounts be approved as depositories for funds of the Board of Education and that the President, the Business Administrator/Board Secretary, the Treasurer of School Funds, and the listed approved signers are empowered to sign checks as required by law (by law, payroll checks are signed only by the Treasurer of School Funds), and all signatures of checks will be facsimile signatures.

| Bank | Account Name | Approved Signers |
|---------|------------------------|--|
| TD Bank | Custodial Account | Board President Business Administrator/Board Secretary Treasurer |
| TD Bank | Payroll Account | Treasurer |
| TD Bank | Payroll Agency Account | Treasurer |
| TD Bank | SUI | Treasurer |
| TD Bank | Food Service | Board President Business Administrator/Board Secretary Treasurer |
| TD Bank | Capital Projects | Board President Business Administrator/Board Secretary Treasurer |
| TD Bank | Flex Reimbursement | Treasurer |

April 19, 2018

8. That the following banks are designated as depositories for the funds of the Board of Education:

Amboy National Bank, Woodbridge, NJ
Bank of America, Woodbridge, NJ
BCB Community Bank, Woodbridge, NJ
Central Jersey Federal Credit Union, Woodbridge, NJ
Investors Bank, Woodbridge, NJ
JP Morgan Chase, Avenel, NJ
Northfield Bank, Avenel, NJ
PNC Bank, Avenel, NJ
Provident Bank, Woodbridge, NJ
RSI Bank, Woodbridge, NJ
TD Bank, Woodbridge, NJ

9. That the Board of Education renew the following resolution for cooperative purchasing:
WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, the Board of Education, Township of Woodbridge, County of Middlesex, New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education, Township of Woodbridge, County of Middlesex, New Jersey as follows:

- a. The President and the Secretary of said Board are hereby authorized and directed to execute an agreement for Cooperative Purchasing with the Educational Services Commission of New Jersey, 1660 Stelton Road, Piscataway, New Jersey 08854, effective July 1, 2018 through June 30, 2019.

10. That the Board of Education renew the following resolution for cooperative purchasing:
WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) specifically authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purchase of work, materials and supplies; and

WHEREAS, the Hunterdon County Educational Services Commission Cooperative Council was created to conduct a voluntary Cooperative Pricing System with municipalities, boards of education and other bodies located in the County of Hunterdon and other nearby counties; and

WHEREAS, the Hunterdon County Educational Services Commission shall act as the Lead Agency and is designated to perform administrative functions on behalf of the Pricing Council; and

WHEREAS, there is no fee to the Board of Education and no required minimum amount of purchasing to participate in this agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education, Township of Woodbridge, County of Middlesex, New Jersey as follows:

- a. The President and the Secretary of said Board are hereby authorized and directed to execute an agreement for Cooperative Purchasing with the Hunterdon County Educational Services Commission for the purchase of work, materials and supplies.
- b. The Lead Agency shall be responsible for complying with the provisions of Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
- c. This Cooperative Pricing agreement shall take effect July 1, 2018 and such membership shall be in effect until the cooperative pricing system is dissolved or the Board of Education elects to withdraw its participation there from.

April 19, 2018

11. That the Board of Education approve the following resolution:

WHEREAS, there exists a need for the Annual Audit for the 2017-18 school year, as required by N.J.S.A. 18A:23-1; and

WHEREAS, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education, Township of Woodbridge, County of Middlesex, State of New Jersey, as follows:

- a. The President and the Superintendent of Schools are hereby authorized and directed to execute an agreement with Hodulik & Morrison, PA, Certified Public Accountants, 1102 Raritan Avenue, Highland Park, NJ 08904 in the amount of \$71,260.00 (no increase in cost).
 - b. The services provided shall be to conduct the Annual Audit for the 2017-2018 school year in accordance with the auditing standards set by the Department of Education, State of New Jersey.
 - c. This contract is awarded without competitive bidding in a fair and open process as a "Professional Service" under the provisions of the Public Schools contract Law (N.J.S.A. 18A:18A-5, et seq.)
12. That the Board of Education approve the reappointment of Richard Lorentzen as Treasurer of School Funds for the term July 1, 2018 through June 30, 2019, at a salary not to exceed \$8,000.
13. That the Board of Education approve the renewal of the 403(b) Plan Document for Public Education Organizations to PlanConnect, 100 Madison Street, Suite 10000, Syracuse, NY 13202, for the 2018-19 school year. PlanConnect shall serve as third party administrator, and in that capacity, shall work with all service providers to ensure compliance with all IRS regulations at no cost to the district.
14. That the Board of Education approve the following resolution:
- WHEREAS, a proposal has been received from Phoenix Advisors, LLC, Bordentown, New Jersey, for annual financial advisory services; and
- WHEREAS, such financial advisory services can be provided only by a recognized firm specializing in public finance and Phoenix Advisors, LLC is so recognized; and
- WHEREAS, the Board of Education has determined that such services, as described in previously submitted agreement, are needed for capital planning and other financial purposes during the 2018-19 school year.
- NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Township of Woodbridge, County of Middlesex, New Jersey, as follows:
- a. The President and Secretary of said Board are hereby authorized and directed to execute an agreement with Phoenix Advisors, LLC., 4 West Park Street, Bordentown, New Jersey 08505, for annual financial advisory services, in accordance with their proposal and fee schedule, of March, 2018, for a period of one year, July 1, 2018 through June 30, 2019.
 - b. The services provided shall be to plan and develop a financing strategy and structure to fit the needs of the district; coordinate the financing process; provide consulting service through the execution of the financing; and provide follow-up reporting and analyses after the transaction is complete.
 - c. This contract is awarded without competitive bidding in a fair and open process as a "Professional Service" under the provisions of the Public Schools contract Law (N.J.S.A.18A:18A-5, et seq.)
15. That the Board approve AHERA Consultants, Inc., PO Box 385, Oceanville, NJ 08231 to provide Asbestos Management Services to the district on an as needed basis pursuant to the award made by Educational Data Services, Inc. for Bid#7558 Asbestos Management Services, as per the scope of services and fee schedule provided.

April 19, 2018

16. That the Board approve AHERA Consultants, Inc., PO Box 385, Oceanville, NJ 08231 to provide an Indoor Air quality Program to the district on an as needed basis pursuant to the award made by Educational Data Services, Inc. for Bid#7561 Indoor Air Quality Program, as per the scope of services and fee schedule provided.
17. That the Board of Education adopt the following resolution:
WHEREAS, the Board of Education previously entered into a Shared Service Agreement for the shared use of cable television facilities; and
WHEREAS, both parties wish to renew said agreement for an additional one (1) year period, July 1, 2018 through June 30, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education approve the previously submitted Shared Service Agreement with the Township of Woodbridge for the shared use of cable television facilities as set forth above; and
BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary be authorized and directed to execute any and all documents necessary to execute the Agreement.
18. That the Board of Education approve the renewal of the Cooperative Pricing Agreement between the Woodbridge Township Board of Education and the Township of Woodbridge for supplies, materials or work as indicated in the previously submitted agreement, for the period beginning July 1, 2018 through June 30, 2019.
19. That the Board of Education approve the renewal of the Shared Service Agreement between the Woodbridge Township Board of Education and the Township of Woodbridge, for a shared computer resources program for the period July 1, 2018 through June 30, 2019.
20. That the Board of Education approve the renewal of the Lease Agreement between the Woodbridge Township Board of Education and the Township of Woodbridge for use of four (4) classrooms and the room described as "Nurses/Multi-Service Conference Room" at the Evergreen Center for the period July 1, 2018 through June 30, 2019 for a nominal consideration of \$1.00 and pending approval by the Township of Woodbridge.
21. That the Board of Education approve the following resolution:
WHEREAS, there exists a need for professional architectural services within the District; and
WHEREAS, the Public School Contracts Law (N.J.S.A. 18A: 18A-5, et seq.) requires that the resolution authorizing the contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Woodbridge, County of Middlesex, State of New Jersey, as follows:
 - a. The President and the Secretary of said Board are hereby authorized and directed to continue the agreement with LAN Associates, 445 Godwin Avenue, Midland Park, NJ 07432, for architectural services related to the New Ross Street School #11 Project in an amount not to exceed \$1,900,000.00 and the Alterations and Additions Project at Woodbridge Middle School in an amount not to exceed \$1,650,000.00
 - b. The services provided shall be architectural services.
 - c. The contract was awarded without competitive bidding in a fair and open process as a "Professional Service" under the provisions of the Public School Contract Law (N.J.S.A.18A:18A-5, et seq.)
22. That the Board of Education approve the Computer Center Services Participation Agreement between the Asbury Park Board of Education and the Woodbridge Township Board of Education for the period July 1, 2018, through June 30, 2019, as follows:

Budgetary Accounting System

\$48,630.00

April 19, 2018

23. That the Board of Education approve the Participation Agreement between the Genesis Educational Services and the Woodbridge Township Board of Education for the period July 1, 2018, through June 30, 2019, as follows:

| | |
|--|--------------------|
| Genesis Staff Management Software System | \$25,000.00 |
| Genesis Payroll Software System | <u>\$46,000.00</u> |
| Total: | \$71,000.00 |

24. WHEREAS, the Hunterdon County Educational Services Commission ("HCESC"), as Lead Agency for the HCESC cooperative pricing system (system identifier 34HUNCCP), has awarded a contract for proprietary Apple technology products (bid number HCESC-TECH-16-01), effective March 25, 2016 and renewed effective March 25, 2018 through March 24, 2019 following the public solicitation of sealed bids pursuant to N.J.S.A. 18A:18A-15, N.J.S.A. 40A:11-13 and N.J.A.C. 5:34-9.1; and

WHEREAS, the Woodbridge Township Board of Education is a member of the HCESC cooperative pricing system and is authorized to make purchases from contracts awarded by the HCESC pursuant to N.J.A.C. 5:34-7.1 et seq.; and

WHEREAS, the Apple technology products covered by the HCESC contract sought by the Woodbridge Township Board of Education are of such a specialized nature that only such products will meet the needs of the Woodbridge Township Public School District and

WHEREAS, the Woodbridge Township Board of Education has gone to great lengths to ensure that students and staff were provided with a uniform system of technology in each classroom in order to foster a more efficient and cohesive learning environment, the disruption of which would have negative impacts on student education and district resources; "

WHEREAS, the use of non-Apple products would require either the wholesale replacement of the technology currently used by the Woodbridge Township Public School District or an unsupportable level of training, support and maintenance services that would utterly defeat the purpose of the public contracting laws;

NOW, THEREFORE, BE IT RESOLVED that the Woodbridge Township Board of Education hereby authorizes the purchase of proprietary Apple technology products through HCESC Contract (HCESC-TECH-16-01) from *Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524*, for the following items:

Package 1: 3 (three) iPad Wi-Fi 32GB – Space Gray, Part # MR7F2LL/A, \$299.00 each; 3 (three) 3-Year AppleCare+ for iPad, Part # S6560LL/A, \$79.00 each; 3 (three) JAMF Pro iOS/tvOS (EDU) Subscription License (1 Year), Part # HLR22LL/A, \$9.00 each

Requested for: Special Services teachers as per Special Services Dept., Total Package cost = \$1,161.00

25. WHEREAS, the Keystone Purchasing Network is a cooperative purchasing program administered by the Central Susquehanna Intermediate Unit, an educational service agency and political subdivision of the Commonwealth of Pennsylvania, located in Milton, Pennsylvania, provides nationally bid contracts with many national vendors and allows other public entities to become members to use various publicly bid contracts;

WHEREAS, the Woodbridge Board of Education, pursuant to N.J.S.A. 52:34- 6.2(b)(3), may by resolution and without advertising for bids, purchase any goods or services under any National contracts entered into on behalf of the Keystone Purchasing Network (KPN); and

WHEREAS, the Woodbridge Board of Education has the need on a timely basis to purchase goods or services utilizing KPN; and

WHEREAS, the Woodbridge Board of Education intends to enter into contracts as an on-needed basis with KPN through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current National contracts;

April 19, 2018

NOW THEREFORE BE IT RESOLVED, that the Woodbridge Board of Education authorizes the Business Administrator to advertise according to Local Finance Notice 2012-10 to purchase certain goods or services from those approved KPN vendors, pursuant to all conditions of the individual National contracts; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Woodbridge Board of Education and KPN shall be according to law, LFN 2012-10 and any amended law forthcoming.

26. That the Board of Education authorize the procurement of communication wiring services for 3 High Schools from Network Cabling Inc (NetQ Multimedia Co), 919 Route 33/Unit 52, Freehold, NJ 07728. The total cost is not to exceed \$114,087.51 pursuant to NJ State Contract T2989-A88739. (Account to be used is 12-000-100-732-77-B-AD-00)

| | |
|---------------------------|-------------|
| Colonia High School: | \$44,986.75 |
| JFK Memorial High School: | \$30,111.12 |
| Woodbridge High School: | \$38,989.64 |

27. That the Board of Education award the contract for 3 High Schools wireless access points and related technology to Computer Design & Integration (CDI), 696 Rt. 46 West, Teterboro, NJ 07608. NASPO Value Point DataCom / New Jersey NVP #AR233 (14-19) / Participating Addendum contract is PA# A87720, in accordance with FCC Form 470 proposal 170079477 (submitted May 8, 2017) pursuant to the E-Rate procurement process and N.J.S.A. 18A:18A-5(a)20. The total cost is not to exceed \$320,062.14. (Account to be used is 12-000-100-732-77-B-AD-00)

| | |
|---------------------------|--------------|
| Colonia High School: | \$100,863.31 |
| JFK Memorial High School: | \$102,193.87 |
| Woodbridge High School: | \$117,004.96 |

28. That the Board of Education award the contract for additional data communications equipment to Computer Design & Integration (CDI), 696 Rt. 46 West, Teterboro, NJ 07608. NASPO Value Point DataCom / New Jersey NVP #AR233 (14-19) / Participating Addendum contract is PA# A87720 (3 quotes received). The total cost is not to exceed \$30,620.25. (Account to be used is 12-000-100-732-77-B-AD-00)

| | |
|-------------------------|-------------|
| Colonia High School: | \$28,301.37 |
| Woodbridge High School: | \$2,318.88 |

29. That the Board of Education hereby approves and appoints Jonathan M. Busch of The Busch Law Group LLC to serve as Board Attorney for the period from July 1, 2018 through June 30, 2019 at an hourly rate of \$160 plus reimbursement for costs and that the Board President and the Business Administrator/Board Secretary are hereby authorized to carry out this action of the Board.

30. That the Board of Education approve the following resolution:

WHEREAS, there exists a need for professional architectural services within the District; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A: 18A-5, et seq.) requires that the resolution authorizing the contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Woodbridge, County of Middlesex, State of New Jersey, as follows:

- The President and the Secretary of said Board are hereby authorized and directed to execute an agreement with Parette Somjen Architects, 439 Route 46 East, Rockaway, NJ 07866 in an amount not to exceed \$59,292.00.
- The services provided shall be architectural services related to renovating a portion of the exterior wall at Indiana Avenue School #18.
- The contract is awarded without competitive bidding in a fair and open process as a "Professional Service" under the provisions of the Public School Contract Law (N.J.S.A.18A:18A-5, et seq.)

April 19, 2018

31. That the Board approve the award of Bid Project #17-2900 Asbestos Removal Woodbridge Middle School to the lowest bidder whose proposal also met specifications as follows: (Bids read 4/18/18, 10 bids received.)

| | |
|--------------------------|--------------|
| NARI Construction | \$371,600.00 |
| 63 Leather Stocking Path | |
| Lincoln Park, NJ 07035 | |

32. That the Board approve the award of Bid Project #8 – New Building Ross Street Elementary School to the lowest bidder whose proposal also met specifications as follows: (Bids read 4/10/18 , 8 bids received.)

| | |
|-----------------------------|-----------------|
| Dobco, Inc. | \$27,037,500.00 |
| 30 Galesi Drive, Suite 202A | |
| Wayne, NJ 07470 | |

33. That the Board approve the award of Bid Project #7 – Additions, Renovations and Alternations to Woodbridge Middle School to the lowest bidder whose proposal also met specifications as follows: (Bids read 4/10/18, 8 bids received.)

| | |
|--------------------------|-----------------|
| Brockwell and Carrington | \$17, 670,00.00 |
| 1 Como Court | |
| Towaco, NJ 07082 | |

I move for the adoption of the foregoing

Motion by _____

Seconded by _____

2017-2018
Agenda Transfers
April 19, 2018

[illegible]

MONTHLY INTEREST AND INVESTMENT REPORT

For March 2018

2017-18 Budget Amount

500,000.00

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|--------------------|---------------------------|----------------------|
| 3/15/2017 | TD Bank | 36,464.87 |
| 3/31/2017 | BCB Bank | 9,007.33 |
| 3/31/2017 | Northfield Bank | 4,357.37 |
| 3/31/2018 | RSI Bank | 2,722.93 |
| | Total Interest | 52,552.50 |
| | Prior Months' Interest | 215,877.29 |
| | Year to Date | 268,429.79 |

INVESTMENTS OUTSTANDING:

| <u>BANK</u> | <u>INVESTMENT</u> | <u>MATURITY</u> | <u>RATE</u> | <u>ESTIMATED INTEREST</u> |
|--------------------|--------------------------|------------------------|--------------------|--------------------------------------|
| BCB Bank | 10,464,776.58 | Liquid | 1.02% | 8,895.06 |
| Chase | 5,000,000.00 | CD | | |
| Northfield Bank | 4,245,534.46 | Liquid | 1.26% | 4,457.81 |
| RSI Bank | 5,002,722.93 | Liquid | 1.00% | 4,168.94 |
| | <u>24,713,033.97</u> | | | <u>17,521.81</u> |
| | 10-111 | | | |

April 19, 2018

The **Security and School Safety Committee**, on recommendation of the Superintendent of Schools, presents the following:

1. That the Board of Education approve the purchase of the items listed below for St. James School, 341 Amboy Avenue, Woodbridge, NJ 07095. Customer P.O. #Q134703, dated March 26, 2018, totaling \$4,734.00: Payment has been paid to Educational Services Commission from the Nonpublic Security Account #20-511-100-640-00-S-00-93 to Craft Master Hardware, 190 Veterans Drive, Northvale, NJ 07647:

| Qty. | Description | Unit Price | Total Amount |
|------|--|------------|--------------|
| 1 | Honeywell Access Control System w/Software | 1,440.00 | \$1,400.00 |
| 30 | Key Fobs | 12.00 | \$360.00 |
| 1 | H.E.S. Electric Strike | 595.00 | \$595.00 |
| 1 | Altronix Power Supply w/Battery backup | 450.00 | \$450.00 |
| 1 | 200+ feet of wire supply & run | 390.00 | \$390.00 |
| 16 | Labor – 2 men – man hours | 90.00 | \$1,440.00 |
| 1 | Service charge | 59.00 | \$59.00 |

TOTAL: \$4,734.00

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

April 19, 2018

The Technology Committee, on recommendation of the Superintendent of Schools and the Assistant Superintendent for Curriculum and Instruction, presents the following:

1. That the Board of Education approve the purchase for St. James School, 341 Amboy Avenue, Woodbridge, NJ 07095 Quote 2204741155 for a total of \$4079.50 from Apple, Inc. (Payment has been paid to Educational Services Commission of New Jersey from Nonpublic Technology Account #20-510-100-640-00-S-00-NP to Apple Inc., 1 Infinite Loop, Cupertino, CA 95014).

| <u>Item #</u> | <u>Description</u> | <u>Qty</u> | <u>Unit Price</u> | <u>Total</u> |
|---------------|--------------------------------------|------------|-------------------|--------------|
| 1 | iPad Wi-Fi 32 GB (10-pack) | 1 | 3730.00 | 3730.00 |
| 2 | STM dux Plus case for 9.7" (10 pack) | 1 | 349.50 | 349.50 |

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

April 19, 2018

The Athletics and Extracurricular Committee, on recommendation of the Superintendent of Schools and the Assistant Superintendent for Curriculum and Instruction, presents the following:

1. That the Board of Education adopts the enrollment of Colonia High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA for the 2018-2019 school year.
2. That the Board of Education adopts the enrollment of John F. Kennedy Memorial High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA for the 2018-2019 school year.
3. That the Board of Education adopts the enrollment of Woodbridge High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA for the 2018-2019 school year.
4. That the Board of Education approve the award of bid PD19-02 Physical Education Supplies, for the 2018-2019 school year for the items that each respective bidder submitted the lowest price, whose proposals also met specifications as follows: (Bids read 3/23/18; 1 rejected.)

BSN Sports
P.O. Box 49
Jenkintown, PA 19046

Leisure Sporting Goods
685 Rt. 27
Iselin, NJ 08830

School Specialty Inc
140 Marble Drive
Lancaster, PA 17601

S&S Worldwide
75 Mill Street
Colchester, CT 06415

5. That the Board of Education approve the award of bid PD19-01, Athletic Supplies, for the 2018-2019 school year for various items to the lowest bidders, whose proposals also met specifications as follows: (Bids read 3/23/2018; 6 received.)

Aluminum Athletic
1000 Enterprise Dr.
Royersford, PA 19468-1298

BSN Sports
P.O. Box 49
Jenkintown, PA 19046

Leisure Sporting Goods
685 Rt. 27
Iselin, NJ 08830

Metuchen Center Inc.
10-12 Embroidery Street
Sayreville, NJ 08872

MFAC, LLC.
P.O. Box 8090
Cranston, RI 02920

April 19, 2018

Triple Crown Sports, Inc.
18 Throckmorton Lane
Old Bridge, NJ 08857

6. That the Board of Education adopt the attached resolution commending the Colonia High School athletes who gained individual honors for outstanding performances in the 2017-2018 Winter sports season.
7. That the Board of Education adopt the attached resolution commending the Woodbridge Township Hockey Coach, Christopher Monticollo, as the 2017-2018 Greater Middlesex Conference Coach of the Year.
8. That the Board of Education adopt the attached resolution commending the Colonia High School Boys Basketball Coach Brandon Hall as the 2017-2018 Greater Middlesex Conference White Division Coach of the Year.
9. That the Board of Education adopt the attached resolution commending the John F. Kennedy Memorial High School athletes who gained individual honors for outstanding performances in the 2017-2018 winter sport season.
10. That the Board of Education adopt the attached resolution commending Coach Robert Herre of John F. Kennedy Memorial High School who was selected as the 2017-2018 Greater Middlesex Conference Division "Coach of the Year".
11. That the Board of Education adopt the attached resolution commending Jelisa R. Lovett of John F. Kennedy Memorial High School who won the 2017-2018 North 2, Group 3 State Sectional Track and Field Championship in the High Jump and Greater Middlesex Conference Championship in the High Jump.
12. That the Board of Education adopt the attached resolution commending the John F. Kennedy Memorial High School Boys' Indoor Track and Field Team as the 2017-2018 Greater Middlesex Conference Division Championship winners.
13. That the Board of Education adopt the attached resolution commending the John F. Kennedy Memorial High School Girls' Bowling Team as the 2017-2018 Greater Middlesex Conference Division Sportsmanship winners.
14. That the Board of Education adopt the attached resolution commending the John F. Kennedy Memorial High School Girls' Basketball Team as the 2017-2018 Greater Middlesex Conference Division Sportsmanship winners.
15. That the Board of Education adopt the attached resolution commending the John F. Kennedy Memorial High School Boys' Basketball Team as the 2017-2018 Greater Middlesex Conference Division Sportsmanship winners.
16. That the Board of Education adopt the attached resolution commending the John F. Kennedy Memorial High School Wrestling Team as the 2017-2018 Greater Middlesex Conference Division Sportsmanship winners.
17. That the Board of Education adopt the attached resolution commending the Woodbridge High School student-athlete Nicholas Nyers for having won the 2017-18 Bill Denny/Rutgers Football Letterwinners Chapter of the National Football/College Hall of Fame Scholar-Athlete Award.

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

Resolution



WHEREAS, Colonia High School Athletes gained individual honors for outstanding performances in the various 2017-2018 Winter Sports and;

WHEREAS, these outstanding accomplishments bring honor and acclaim not only to the school but also to the entire community and;

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulation to the following athletes;

Swimming

Karim Askar

Greater Middlesex Conference All White Division

Monika Burzynska

Greater Middlesex Conference All White Division

Greater Middlesex Conference All Conference

Greater Middlesex County Champion-100 fly, 200 free

Mikayla Calitis

Greater Middlesex Conference All White Division

Melody Espin

Greater Middlesex Conference All White Division

Adrian Hernandez

Greater Middlesex Conference All White Division

Mikolaj Jucha

Greater Middlesex Conference All White Division

Christopher Pear

Greater Middlesex Conference All White Division

John Piccinic

Greater Middlesex Conference All White Division

Greater Middlesex Conference All Conference

Greater Middlesex County Champion-50 & 100 yd free

Home News Tribune Male Swimmer of the Year

Sylvia Rozalski

Greater Middlesex Conference All White Division

*Arianne San Buenaventura
Greater Middlesex Conference All White Division*

Wrestling

*Christian Irizarry
Greater Middlesex Conference All White Division*

*Adrian Najar
Greater Middlesex Conference All White Division*

*Luke Pero
Greater Middlesex Conference All White Division*

*John Poznanski
Greater Middlesex Conference All White Division
Greater Middlesex Conference All Conference
Greater Middlesex County Sophomore of the Year
First Team All Area*

Boys Basketball

*Frank Lehmann
Greater Middlesex Conference All White Division*

*Luke Valeriano
Greater Middlesex Conference All White Division
Greater Middlesex Conference All Conference*

Bowling

*Laryssa Fiore
Greater Middlesex Conference All White Division
Greater Middlesex Conference All Conference*

*Rebecca Hoff
Greater Middlesex Conference All White Division*

Winter Track

*Olayinka Ilelaboye
Greater Middlesex Conference All White Division*

*Ayomide Oyewole
Greater Middlesex Conference All White Division*

*Shelby Piccinic
Greater Middlesex Conference All White Division
Greater Middlesex Conference All Conference
GMC County Champion- 1600 m
North 2 Group 3 State Sectional 2nd place
Group 3 Championships 3rd place
Meet of Champions 3rd place*

Nelson Wyatt
Greater Middlesex Conference All White Division
GMC Championship 2nd place- 55 m
North 2 Group 3 State Sectional 3rd place

Ice Hockey

Drew Galea
Greater Middlesex Conference All Conference
NJSIAA All-State Team
All State All Zone Team
Home News Tribune Player of the Year

Antwone Godfrey
Greater Middlesex Conference All Conference

Football

Oliver French
Snapple Bowl Representative

Jordan Gutierrez
Bill Denny Scholar Athlete

Taj Calvin Johnson
Snapple Bowl Representative

Luke Pero
Snapple Bowl Representative

Kimani Smith
Snapple Bowl Representative

Gianfranco Tiseo
Snapple Bowl Representative

Cheerleading

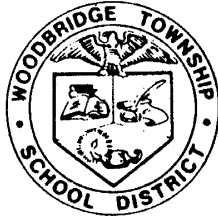
Victoria Dowd
Snapple Bowl Representative

Aneri Parekh
Snapple Bowl Representative

***NOW, THEREFORE, BE IT RESOLVED,** that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the athletes of Colonia High School; and*

***BE IT FURTHER RESOLVED,** that a copy of this resolution be spread on the minutes of the Board of Education and a copy be forwarded to Colonia High School with a suitable expression of the congratulations of the Board of Education for display at the school and copies be forwarded to each of the honored athletes at Colonia High School expressing the congratulations of the Board of Education.*

Resolution



WHEREAS, *Coach Christopher Monticollo of the Woodbridge Township Ice Hockey team was selected Greater Middlesex White Division Coach of The Year in Hockey for the winter of 2017-2018; and*

WHEREAS, *this outstanding accomplishment brings honor and acclaim not only to the schools but also to the entire community; and*

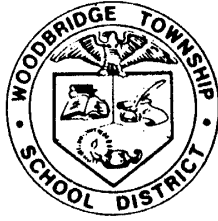
WHEREAS, *it is the desire of the members of the Board of Education of the township of Woodbridge to express their congratulations to Coach Christopher Monticollo for bringing this honor to the Township Hockey team and to the Township of Woodbridge; and*

NOW, THEREFORE, BE IT RESOLVED, *that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to Coach Christopher Monticollo; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy be forwarded to Colonia High School with a suitable expression of the congratulations of the Board of Education for display at the school; and*

BE IT FURTHER RESOLVED that *a copy of this resolution is forwarded to Coach Christopher Monticollo expressing the congratulations of the Board of Education.*

Resolution



WHEREAS, *Coach Brandon Hall* of Colonia High School was selected Greater Middlesex White Division Coach of The Year in Boys Basketball for the winter of 2017-2018; and

WHEREAS, *this outstanding accomplishment brings honor and acclaim not only to the school but also to the entire community; and*

WHEREAS, *it is the desire of the members of the Board of Education of the township of Woodbridge to express their congratulations to **Coach Brandon Hall** for bringing this honor to Colonia High School and to the Township of Woodbridge; and*

NOW, THEREFORE, BE IT RESOLVED, *that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to **Coach Brandon Hall**; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy be forwarded to Colonia High School with a suitable expression of the congratulations of the Board of Education for display at the school; and*

BE IT FURTHER RESOLVED that *a copy of this resolution is forwarded to **Coach Brandon Hall** expressing the congratulations of the Board of Education.*

Resolution



WHEREAS, John F. Kennedy Memorial High School athletes gained individual honors for outstanding performances in the various 2017-2018 winter sports; and

WHEREAS, these outstanding accomplishments bring honor and acclaim not only to the school but also to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the following athletes:

Boys' Bowling

Christopher Falcone Greater Middlesex Conference - All Division

Swimming

Advith Chegu Greater Middlesex Conference - All Division

Rhea Chadha Greater Middlesex Conference - All Division

Girls' Winter Track and Field

Jelisa R. Lovett Greater Middlesex Conference - All Division
Greater Middlesex Conference - All Conference

Jacqueline Kelly Greater Middlesex Conference - All Division

Auslin Mills Greater Middlesex Conference - All Division

Stuti Vyas Greater Middlesex Conference - All Division

Boys' Winter Track and Field

Bernardo Abreu Greater Middlesex Conference - All Division

Jeffry Alfaro Greater Middlesex Conference - All Division

Adeesh Bhat *Greater Middlesex Conference - All Division*

Prakher Chandra *Greater Middlesex Conference - All Division*

Eder Mendez *Greater Middlesex Conference - All Division*

Wrestling

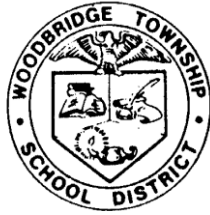
Aaron P. Coleman *Greater Middlesex Conference - All Division*
Greater Middlesex Conference - All Conference
Greater Middlesex Conference - District Champ
Greater Middlesex Conference - Region Champ
The Home News Tribune - First Team

Ian T. Coleman *Greater Middlesex Conference - All Division*

NOW, THEREFORE, BE IT RESOLVED, *that the gratitude and best wishes of the Board of Education of the Township of Woodbridge be hereby expressed to the athletes of John F. Kennedy Memorial High School; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy forwarded to John F. Kennedy Memorial High School with a suitable expression of the congratulations of the Board of Education for display at the school and copies be forwarded to each of the honored athletes at John F. Kennedy Memorial High School.*

Resolution



WHEREAS, the John F. Kennedy Memorial High School Boys' Indoor Track & Field Team Coach **Robert Herre** is the 2017-2018 Greater Middlesex Conference Division "Coach of the Year"; and

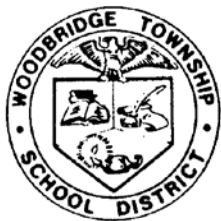
WHEREAS, these outstanding accomplishments bring honor and acclaim not only to the school but also to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to Coach **Robert Herre**, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and

NOW, THEREFORE, BE IT RESOLVED, that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to Coach **Robert Herre**; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy be forwarded to the John F. Kennedy Memorial High School and to Coach **Robert Herre** with a suitable expression of the congratulations of the Board of Education for display at the school.

Resolution



WHEREAS, a John F. Kennedy Memorial High School Athlete won the 2017-2018 North Two, Group Three State Sectional Track and Field Championship in the High Jump and Greater Middlesex Conference Championship in the High Jump; and

WHEREAS, the following athlete was selected for her display of athletic achievement:

Jelisa R. Lovett

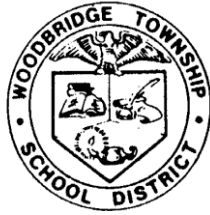
WHEREAS, this accomplishment brings honor and acclaim not only to the family of the aforementioned athlete, but also to the school and to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the aforementioned athlete, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and

NOW, THEREFORE, BE IT RESOLVED, that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the athlete; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy be forwarded to John F. Kennedy Memorial High School and to the honored athlete with a suitable expression of the congratulation of the Board of Education for display at the school.

Resolution



WHEREAS, *the John F. Kennedy Memorial High School Boys' Indoor Track and Field Team won the 2017-2018 Greater Middlesex Conference Championship; and*

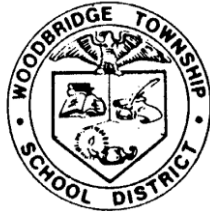
WHEREAS, *this outstanding accomplishment brings honor and acclaim not only to the school but also to the entire community; and*

WHEREAS, *it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the Boys' Indoor Track and Field Team and Coach Robert Herre, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and*

NOW, THEREFORE, BE IT RESOLVED, *that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the members of the John F. Kennedy Memorial High School Boys' Indoor Track and Field Team and Coach Robert Herre; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy be sent to the John F. Kennedy Memorial High School Boys' Indoor Track and Field Team and Coach Robert Herre with a suitable expression of the congratulations of the Board of Education for display at the school.*

Resolution



WHEREAS, *the John F. Kennedy Memorial High School Girls' Bowling Team won the 2017-2018 Division Sportsmanship Award of the Greater Middlesex Conference; and*

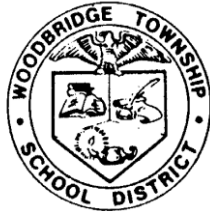
WHEREAS, *this outstanding accomplishment brings honor and acclaim not only to the school but also to the entire community; and*

WHEREAS, *it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the Girls' Bowling Team and Coach Erica Creutz, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and*

NOW, THEREFORE, BE IT RESOLVED, *that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the members of the John F. Kennedy Memorial High School Girls' Bowling Team and Coach Erica Creutz; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy be sent to the John F. Kennedy Memorial High School Girls' Bowling Team and Coach Erica Creutz with a suitable expression of the congratulations of the Board of Education for display at the school.*

Resolution



WHEREAS, the John F. Kennedy Memorial High School Girls' Basketball Team won the 2017-2018 Division Sportsmanship Award of the Greater Middlesex Conference; and

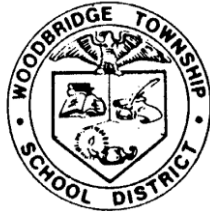
WHEREAS, this outstanding accomplishment brings honor and acclaim not only to the school but also to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the Girls' Basketball Team and Coach Nicholas Smith, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and

NOW, THEREFORE, BE IT RESOLVED, that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the members of the John F. Kennedy Memorial High School Girls' Basketball Team and Coach Nicholas Smith; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy be sent to the John F. Kennedy Memorial High School Girls' Basketball Team and Coach Nicholas Smith with a suitable expression of the congratulations of the Board of Education for display at the school.

Resolution



WHEREAS, the John F. Kennedy Memorial High School Boys' Basketball Team won the 2017-2018 Division Sportsmanship Award of the Greater Middlesex Conference; and

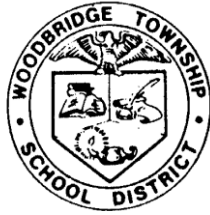
WHEREAS, this outstanding accomplishment brings honor and acclaim not only to the school but also to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the Boys' Basketball Team and Coach Sebastiaan de Voogd, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and

NOW, THEREFORE, BE IT RESOLVED, that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the members of the John F. Kennedy Memorial High School Boys' Basketball Team and Coach Sebastiaan de Voogd; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy be sent to the John F. Kennedy Memorial High School Boys' Basketball Team and Coach Sebastiaan de Voogd with a suitable expression of the congratulations of the Board of Education for display at the school.

Resolution



WHEREAS, *the John F. Kennedy Memorial High School Wrestling Team won the 2017-2018 Division Sportsmanship Award of the Greater Middlesex Conference; and*

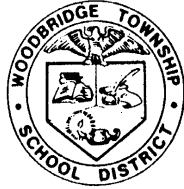
WHEREAS, *this outstanding accomplishment brings honor and acclaim not only to the school but also to the entire community; and*

WHEREAS, *it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to the Wrestling Team and Coach Nicholas Cilento, for bringing this honor to John F. Kennedy Memorial High School and to the Township of Woodbridge; and*

NOW, THEREFORE, BE IT RESOLVED, *that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to the members of the John F. Kennedy Memorial High School Wrestling Team and Coach Nicholas Cilento; and*

BE IT FURTHER RESOLVED, *that a copy of this resolution be spread on the minutes of the Board of Education and a copy be sent to the John F. Kennedy Memorial High School Wrestling Team and Coach Nicholas Cilento with a suitable expression of the congratulations of the Board of Education for display at the school.*

Resolution



WHEREAS, *Nicholas Nyers* of Woodbridge High School received the 2017-18 Scholar Athlete Award from the Bill Denny/Rutgers Football Letterwinners Chapter of the National Football/College Hall of Fame; and

WHEREAS, *Nicholas Nyers* was selected for his academic and athletic achievements; and

WHEREAS, this accomplishment brings honor and acclaim not only to the family of *Nicholas Nyers* but also to the school and to the entire community; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their congratulations to *Nicholas Nyers* for his athletic, as well as academic excellence; and

NOW, THEREFORE, BE IT RESOLVED, that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge be hereby expressed to *Nicholas Nyers*; and

BE IT FURTHER RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education and a copy be forwarded to Woodbridge High School and to *Nicholas Nyers* with a suitable expression of the congratulations of the Board of Education for display at the school.

April 19, 2018

The **Buildings and Grounds** Committee, on the recommendation of the Superintendent of Schools and the Business Administrator/Board Secretary, presents the following:

1. That the Board of Education approve the previously submitted Use and Occupancy Agreement between the Colonia Girls' Softball League and the Woodbridge Township Board of Education for the use of Colonia Middle School grounds, fields, concession stand and bathrooms, for the period of July 1, 2018 through June 30, 2019.
2. That the Board of Education approve the previously submitted Use and Occupancy Agreement between the Little Fellows League of Colonia and the Woodbridge Township Board of Education, for use of the baseball fields and improvements adjacent to Pennsylvania Avenue and School #27 in Colonia, known as Lot 1, Block 516, for the period July 1, 2018 through June 30, 2019.
3. That the Board of Education adopt the following resolution:

WHEREAS, the Senior Olympics Organization of New Jersey is desirous to hold their annual games in Woodbridge Township on September 7-9, 2018 and

WHEREAS, both parties agree the cafeteria, stadium, including surrounding track, tennis courts, and gymnasium at Woodbridge High School, and the gymnasium at Avenel Middle School would be a suitable and agreeable location for the Senior Olympic events being held on September 7-9, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education, Township of Woodbridge, County of Middlesex, New Jersey as follows:

- a. That the 2018 Senior Olympics events shall be held on September 7-9, 2018 at the football stadium, including surrounding track, tennis courts, gymnasium, and cafeteria at Woodbridge High School and the gymnasium at Avenel Middle School.
 - b. The Senior Olympics Organization shall provide General Liability Insurance naming the Board of Education as additional insured, insuring the Board against any liability resulting from any accidents that may occur during the 2018 events held at Woodbridge High School and Avenel Middle School. The policy shall have limits not less than \$1,000,000 Combined Bodily Injury and Property Damage Liability, \$2,000,000 General Aggregate. The policy shall be written on an "occurrence basis."
 - c. The Senior Olympics Organization shall indemnify and hold harmless the Board, together with the Board's officers, agents and employees, from and against any and all demands, claims, damages, losses, liabilities, judgments, penalties, fines, and settlement amounts, whether for personal injury, death, or property damage, arising out of or in any way connected to the use of Board of Education property.
 - d. The Senior Olympics Organization shall be granted use of the Woodbridge High School Stadium, including surrounding track, tennis courts, gymnasium, and cafeteria and Avenel Middle School gymnasium during their event being held September 7-9, 2018 at no cost to the organization for rental fees.
4. That the Board of Education approve the renewal of Bid PD17-10 Solar Energy Systems Monitoring District Wide for the 2018-19 school year pursuant to N.J.S.A. 18A: 18A-4 to the low bidder, whose proposal also met specifications as follows: (Bids read 5/12/16, one bid received):

Littoral, LLC
700 Pennsylvania Avenue
Pine Beach, NJ 08741

\$69,700.00

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

The **Transportation Committee**, on recommendation of the Superintendent of Schools and the Business Administrator/Board Secretary, presents the following:

1. That the Board of Education approve the following temporary route for the 2017-2018 school year to the vendor with the lowest quote, whose quote also met specifications, as follows:

Woodbridge Checker
674 Amboy Avenue
Woodbridge, NJ 07095

| | | |
|----------|------------------------------|----------------|
| Rt. FORC | Oak Ridge Heights School #21 | Total \$780.00 |
| | From Carteret | |
| | 10 days @ \$78.00 | |
| | Effective 3/20/18-4/10/18 | |

2. That the Board of Education adopt the following resolution for participation in Coordinated Transportation with Educational Services Commission of New Jersey, effective July 1, 2018 through June 30, 2019.

WHEREAS, the Woodbridge Township Board of Education desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to the ESCNJ, offers coordinated transportation services; and

WHEREAS, the ESCNJ will organize and schedule routes to achieve the maximum cost effectiveness.

NOW, THEREFORE, BE IT RESOLVED, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 2% or 4% for member districts, or of 6% for non-member districts, as presented to the Woodbridge Township Board of Education as calculated by the filling formula adopted by the ESCNJ's Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

1. The ESCNJ will provide the following services:
 - a. Routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time.
 - b. Monthly billing and invoices.
 - c. Computer print-outs of student lists for all routes coordinated by ESCNJ.
 - d. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors
 - e. Constant review and revision of routes.
 - f. Provide transportation within three days or sooner after receipt of the formal written request.

BE IT FURTHER RESOLVED, that the Woodbridge Township Board of Education will provide the ESCNJ with the following:

- a. Requests for special transportation on approved forms to be provided by the ESCNJ, completed in full and signed by previously authorized district personnel.
 - b. Withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received.
- B. Additional Cost-All additional costs generated by unique requests such as mid-day runs or early dismissal will be borne by the district. All such costs must first be approved by the Woodbridge Township Board of Education.

April 19, 2018

- C. Length of Agreement-This agreement and obligations and requirements therein shall be in effect between July 1, 2018 and June 30, 2019.
- D. Entire Agreement-this agreement constitutes the entire and only agreement between the Educational Services Commission of New Jersey and the Woodbridge Township Board of Education and may be amended by an instrument in writing over authorized signature.

3. That the Board of Education approve the following resolution:

WHEREAS, there exists a need for a drug and alcohol testing program for the 2018-19 school year; and

WHEREAS, funds are available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Education of the Township of Woodbridge, County of Middlesex, State of New Jersey, as follows:

The President and the Secretary of said Board are hereby authorized and directed to execute an agreement with National Safety Compliance, Inc., 195 Lehigh Ave., Suite 4, Lakewood, NJ 08701

- 1. Pre-employment, random, return to duty, follow up and reasonable Suspicion controlled substance screens. \$69.00/Screen
- 2. Post-Accident controlled substance screens. Includes the following:
 - Collections
 - Laboratory Services
 - Medical Review Officer
 - Management of random database
 - Mandated record keeping and reporting \$69.00/Screen
- 3. Random, return to duty, follow up and reasonable suspicion Alcohol testing \$38.00/Screen
- 4. Post-Accident alcohol testing. Includes the following:
 - Collection
 - Reports to member districts
 - Management of random database
 - Mandated record keeping and reporting \$38.00/Screen
- 5. Split Specimen at Employee's Request \$185.00 (to be reimbursed by employee to employer)

4. That the Board of Education adopt the following resolution.

WHEREAS, the Woodbridge Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29©, may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Woodbridge Township Board of Education has the need on a timely basis to purchase parts or services for vehicle maintenance utilizing State contracts; and

WHEREAS, the Woodbridge Township Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts

NOW, THEREFORE BE IT RESOLVED, THAT THE Woodbridge Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the previously submitted list for the 2018-2019 school year pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Woodbridge Township Board of Education and the referenced State Contract vendors shall be for the period of one year, July 1, 2018 to June 30, 2019.

5. That the Board of Education approve the cancellation of Rt. FFRE to BRB Trans, due to students relocating. (Transportation Agenda 3/15/18, Item 2)

6. That the Board of Education approve the following temporary route for the 2017-2018 school year to the vendor with the lowest quote, whose quote also met specifications, as follows:

Waze 2 Go
28 Baltusrol Dr.
Jackson, NJ 08527

| | | |
|-----------|---|-------------------|
| Rt. FCMCY | Colonia High School From North Brunswick 90 days @ \$142.00 Effective 4/9/18 | Total \$12,780.00 |
|-----------|---|-------------------|

7. That the Board of Education amend Rt. FLSR4 to BRB Trans to read 45 days @ \$249.00, not \$200.00, for a total of \$11,205.00. (Transportation Agenda 3/15/18, Item 2.)

8. That the Board of Education approve the cancellation of Rt. FMPSP to Woodbridge Checker due to students moving in-district, effective 4/10/18 (Transportation Agenda. (Transportation Agenda 3/15/18, Item 3.)

9. That the Board of Education approve the cancellation of Rt. FFRE to BRB Trans, Inc. due to students never starting. (Transportation Agenda 3/15/18, Item 2.)

10. That the Board of Education approve the following temporary route for the 2017-2018 school year to the vendor with the lowest quote, whose quote also met specifications, as follows:

Woodbridge Checker
674 Amboy Ave.
Woodbridge, NJ 07095

| | | |
|----------|--|------------------|
| Rt. FCMS | Colonia Middle School From South Amboy 51 days @ \$104.00 Effective 4/12/18 | Total \$5,304.00 |
|----------|--|------------------|

| | | |
|----------|---|------------------|
| Rt. FAAS | Avenel Middle School From South River 51 days @ \$183.00 Effective 4/12/18 | Total \$9,333.00 |
|----------|---|------------------|

11. That the Board of Education approve the cancellation of Rt. FASS to Woodbridge Checker due to student moving, effective 4/16/18. (Transportation Agenda, 3/15/18, Item 1.)

12. That the Board of Education approve payment of \$175.00 to Rt. FIMS for Transportation Care for medical transport trip to Evergreen Senior Center on May 15, 2018.

I move for the adoption of the foregoing.

Motion by _____

Seconded by _____

April 19, 2018

The **Cafeteria Committee**, on recommendation of the Superintendent of Schools and the Business Administrator/Board Secretary, presented the following:

1. That the Board of Education approve the award of PD18-19 for food service equipment for John F. Kennedy Memorial High School for the 2017-2018 school year to the vendor with the lowest bid, whose proposals also met specifications, as follows: (Bids read 3/9/18 - 2 bids received.)

BFA Food Service
325 Division Street
Boonton, NJ 07005

\$12,787.80

I move for the adoption of the foregoing

Motion by _____

Seconded by _____

WOODBIDGE TOWNSHIP BOARD OF EDUCATION

AGENDA

April 19, 2018

Personnel Committee Recommendations

April 19, 2018

The Personnel Committee, on recommendation of the Superintendent of Schools and the Director of Personnel Services, presents the following:

1. That the following resignation be accepted with regret:

| <u>Name</u> | <u>Assignment</u> | <u>Years/Service</u> | <u>Effective</u> |
|-------------------|---------------------------|----------------------|------------------|
| DeFelice, Michael | Teacher, FMS | 5 years | 6/30/18 |
| DeRollo, Rebecca | Teacher, (On Leave) | 13 years, 8 mos. | 6/30/18 |
| Fish, Jennifer | Teacher, (On Leave) | 11 years | 6/30/18 |
| Gandossy, Kristen | Teacher, (On Leave) | 4 years, 10 mos. | 6/30/18 |
| Fonseca, Gena | Teacher, (On Leave) | 3 years | 6/30/18 |
| MacDonald, Tara | Teacher, (On Leave) | 9 years | 6/30/18 |
| Sierra, Andrelys | Bus Attendant, (On Leave) | 2 years, 2 mos. | 4/9/18 |

2. That the following retirements be accepted with regret:

| <u>Name</u> | <u>Assignment</u> | <u>Years/Service</u> | <u>Effective</u> |
|-------------------------|-----------------------------------|----------------------|------------------|
| Ackerman, Edward | Teacher, #25 | 50 yrs., 4 mos. | 6/30/18 |
| Andre, Denise | Teacher, #22 | 37 years | 6/30/18 |
| Attardi, Mary | Teacher, #22 | 20 years | 6/30/18 |
| Brady-Kasenchak, Janice | Teacher, JFK | 17 yrs., 2 mos. | 6/30/18 |
| Burns, Patricia | Paraprofessional, #28 | 20 years | 6/30/18 |
| Castrogiovanni, Maria | Teacher, #22 | 31 years | 6/30/18 |
| *Dohoney, Angela | Bus Driver, Transportation | 13 years | 6/30/18 |
| Hayes, Mary Pat | Teacher, #18 | 34 years | 6/30/18 |
| Koperwhats, Donna | Teacher, WHS | 34 years | 6/30/18 |
| Mintz, Laura | Teacher, Special Services | 27 years | 6/30/18 |
| Nolan, Patricia | Student Assistance Counselor, WHS | 26 years | 6/30/18 |
| Puff, Dennis | Bus Driver, Transportation | 17 years | 6/30/18 |
| Vidolin, Donna | Teacher, #27 | 38 years | 6/30/18 |

*Seeking ordinary disability pension benefits.

3. That the following resolutions of retirement be approved:

| <u>Name</u> | <u>Years/Service</u> | <u>Position</u> |
|---------------|----------------------|-----------------------|
| Bryan, Martha | 10 yrs., 7 mos. | Speech Teacher, |
| Zeno, Margie | 17 yrs., 4 mos. | Paraprofessional, CHS |

"WHEREAS, the above employees are retiring from active service in the public schools of Woodbridge Township after the number of years listed; and

WHEREAS, it is the desire of the members of the Board of Education of the Township of Woodbridge to express their appreciation for loyal and unselfish service during those years; therefore be it

RESOLVED, that the gratitude and best wishes of the members of the Board of Education of the Township of Woodbridge are hereby tendered to the employees in acknowledgment of the service they so faithfully and conscientiously rendered; and be it further

RESOLVED, that a copy of this resolution be spread on the minutes of the Board of Education, and a copy be sent to the above employees."

4. That the Board of Education has been informed of the death of Sondra Botvinick, a retired Teacher, who served faithfully and rendered valuable service to the Board of Education and to the children of the community. The sympathy of the Board of Education and the Administration is extended to the family of Sondra Botvinick, and a note of passing shall be made in the minutes.
5. That the Board of Education has been informed of the death of Eartha McCready, a School Aide, who served faithfully and rendered valuable service to the Board of Education and to the children of the community. The sympathy of the Board of Education and the Administration is extended to the family of Eartha McCready, and a note of passing shall be made in the minutes.

April 19, 2018

6. That the following employees be approved at the salaries listed, due to level movement on the salary guide as per the negotiated agreement:

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> | <u>Rate/Hour</u> | <u>Annual Salary</u> |
|----------------------|-----------------------|------------------|------------------|----------------------|
| Callender, Christine | Bus Attendant, Trans. | 4/27/18 | 17.67 | 12,793.08# |
| Paone, Melissa | Paraprofessional, #28 | 4/10/18 | 19.03* | 22,512.49# |

*Includes 10% differential as per W.T.E.A. negotiated agreement

#Salary for information purpose only.

7. That the following personnel be appointed for the 2018-2019 school year at the salary rates:

APPOINTMENTS

CERTIFIED – (2018-2019 School Year) Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.

| <u>Name</u> | <u>Effective</u> | <u>Degree</u> | <u>Step</u> | <u>Assigned Subj. Area</u> | <u>Bldg./Dept.</u> | <u>Spec. Prog. or Budget</u> | <u>Total Annual Salary Rate</u> |
|----------------------|------------------|---------------|-------------|----------------------------|--------------------|------------------------------|---------------------------------|
| * Strickland, Na'Dya | 9/1/18 | B+32 | O | School Nurse | #11 | Budget | 58,460 |
| * Gregory, Michele | 5/7/18 | B | Q | Special Ed. | #23 | Budget | 54,034 |
| * Hanks, Kimberly | 5/7/18 | M | Q | Special Ed. | IMS | Budget | 57,753 |
| Kaminisky, Pamela | 8/28/18 | M+16 | | Principal | #24 | Budget | 137,739(134,379+3,360) |

NON-CERTIFIED

| <u>Name</u> | <u>Effective</u> | <u>Assignment</u> | <u>Hourly Rate</u> | <u>Total Annual Salary Rate</u> |
|-----------------|------------------|-----------------------|--------------------|---------------------------------|
| % Morony, Linda | 4/20/18 | Bus Attendant, Trans. | 15.28 | 11,062.72# |

% Annual salaries to be prorated from the effective date through 6/30/18

Salary for information purpose only

* Subject to approval for employment from the NJ Department of Education. The employee shall be required to submit an authorization and certification form along with fingerprints for a criminal history background check as required by N.J.S.A. 18A:6-7.1 et seq.

8. That the following be granted an unpaid personal leave of absence and/or maternity leave of absence pursuant to the conditions of the negotiated agreement and/or family leave of absence pursuant to New Jersey Family Leave Act No. N.J.S.A. 34:11,B-1 et.seq. or Federal Family Leave Act No. 29 U.S.C., Section 2601 et.seq.:

| <u>Name</u> | <u>Assignment</u> | <u>Effective</u> |
|-------------------|----------------------|------------------|
| # Borack, Iris | School Aide, #25 | 5/21/18-5/25/18 |
| # Medina, Jessica | Paraprofessional #28 | 6/18/18-6/22/18 |
| @ Weber, Lauren | School Nurse, IMS | 9/1/18-11/30/18 |

@ FMLA/NJFL

Unpaid Personal

9. That the following home instructors be appointed at the rate of \$35.00 per hour for the 2017-2018 school year.

(Payment will be upon voucher submitted.)

| <u>Name</u> | <u>Effective Date</u> |
|------------------|-----------------------|
| Daye, Ashley | 3/14/2018 |
| Maddock, Richard | 12/15/2017 |
| Meier, Mikaela | 4/20/2018 |
| Rockmaker, Linda | 3/7/2018 |
| Zecchino, Laura | 3/13/2018 |

10. That the Board of Education approve payment to Ms. Barbara Lambiase to provide a home speech evaluation for a student at the rate of \$140.00 for 4 hours.

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11. That the following adjustments/corrections be made to the Extra-Curricular and Interest Club Activities 2017-2018 (Personnel Agenda 10/19/17, Item #22)

| <u>School</u> | <u>Name</u> | <u>Position</u> | <u>Adjustment</u> | <u>Salary</u> |
|---------------|------------------|-----------------------|-------------------|---------------|
| Ross Street | Rawls, Kelly | Safety Patrol Co-Adv. | Salary Change | 783.00 |
| Ross Street | Milford, Deborah | Safety Patrol Co-Adv. | Salary Change | 261.00 |

12. That the following adjustments/corrections be made to the Extra-Curricular and Interest Club Activities 2017-2018 (Personnel Agenda 10/19/17, Item #23)

| <u>School</u> | <u>Name</u> | <u>Position</u> | <u>Adjustment</u> | <u>Salary</u> |
|-----------------|-------------------|------------------------|-------------------|---------------|
| Colonia High | Celeste, Melanie | SAT Tutoring – Math PM | Remove | 521.50 |
| Colonia High | Chen, Margaret | SAT Tutoring – Math PM | Add | 260.75 |
| Colonia High | Rasimowicz, James | SAT Tutoring – Math PM | Add | 260.75 |
| Woodbridge High | Coleman, Kevin | Weight Room – Spring | Remove | 867.67 |
| Woodbridge High | Coleman, Kevin | Weight Room – Winter | Salary Change | 251.91 |
| Woodbridge High | Kaelber, Brian | Weight Room – Winter | Add | 615.76 |
| Woodbridge High | LaSala, Joseph | Weight Room – Spring | Add | 867.67 |

13. That the following staff member be appointed to the Twilight Academy at Woodbridge High School for the 2017-2018 school year to begin on April 9, 2018. (Payment will be upon voucher submitted from account #11-423-100-100-59-Z-AL-00):

| <u>Name</u> | <u>Position</u> | <u>Rate/Hr.</u> |
|-----------------|-----------------|-----------------|
| Morrison, Peter | ESL Teacher | 35.00 |

14. That the Board of Education approve Gilberto Negrón as computer liaison for Ross Street School 11 for May and June, 2018, replacing Amy Weitz* who will not be paid for same. (* Personnel agenda 9/28/17, item 21)

15. That the Board of Education approve payment to the staff member listed below who was appointed to sub at the afterschool supplemental academic program at the Title I school listed below during the 2017-2018 school year. (Payment will be upon voucher submitted from Title I funded account #20-231-100-101-00-F-00-00)

| <u>School</u> | <u>Teacher</u> | <u>Rate/Hr.</u> |
|--------------------|-----------------|-----------------|
| Menlo Park Terrace | Petro, Jennifer | 35.00 |

16. That the Board of Education approve payment to the staff members listed below who were appointed to sub for the afterschool program at the Title I school listed below during the 2017-2018 school year. (Payment will be upon voucher submitted from Title I funded account #20-231-100-101-00-F-00-00)

| <u>School</u> | <u>Teacher</u> | <u>Rate/Hr.</u> | <u>Hours</u> | <u>Total</u> |
|-------------------|---------------------|-----------------|--------------|--------------|
| Lafayette Estates | Didyoung, Jessica | 35.00 | 8 | 280.00 |
| Lafayette Estates | Napolitano, Jessica | 35.00 | 3 | 105.00 |

17. That the Board of Education approve payment to the staff member listed below who was appointed to sub for the afterschool program at the Title I school listed below during the 2017-2018 school year. (Payment will be upon voucher submitted from Title I funded account #20-231-200-100-00-F-00-00).

| <u>School</u> | <u>Secretary</u> | <u>Rate/Hr.</u> | <u>Hours</u> | <u>Total</u> |
|-------------------|-----------------------|-----------------|--------------|--------------|
| Lafayette Estates | Orzechowski, Jennifer | 16.40 | 22 | 360.80 |

18. That the Board of Education approve payment to the staff members listed below who were appointed for the after school supplemental literacy program at the Title I school listed below during the 2017-2018 school year. (Payment will be upon voucher submitted from Title I funded account #20-231-100-101-00-F-00-00)

| <u>School</u> | <u>Teacher</u> | <u>Hours</u> | <u>Rate/Hr.</u> | <u>Salary</u> |
|---------------|-------------------|--------------|-----------------|---------------|
| Matthew Jago | Cosgrove, Darlene | 20 | 35.00 | 700.00 |
| Matthew Jago | Gluck, Caitlin | 20 | 35.00 | 700.00 |

19. That the Board of Education approve the following coaches for the 2017-2018 school year:

| <u>Name of Coach</u> | <u>School</u> | <u>Position</u> | <u>Salary</u> |
|----------------------|---------------|-----------------------------------|---------------|
| Manzella, George | CHS | Co-Asst. Coach–Boys' Spring Track | \$1,953.50 |
| Rasimowicz, James | CHS | Co-Asst. Coach–Boys' Spring Track | 1,953.50 |

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20. That the Board of Education approve the following coaches for the 2018-2019 school year:

| <u>Name of Coach</u> | <u>School</u> | <u>Position</u> | <u>Salary*</u> |
|----------------------|---------------|------------------------------------|----------------|
| deVoogd, Sabastiaan | JFK | Head Coach – Girls' Volleyball | \$5,832.00 |
| Capone, Gregory | WHS | Asst. Coach – Football | 6,512.00 |
| Kohutanycz, John | JFK | Head Coach – Girls' Tennis | 4,860.00 |
| Szoke, Sarah | JFK | Head Coach – Cheerleading (fall) | 4,860.00 |
| Szoke, Sarah | JFK | Head Coach – Cheerleading (winter) | 4,860.00 |
| Wernsing, Leah | JFK | Head Coach – Girls' Cross Country | 5,832.00 |

*Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.

21. That a note be made in the minutes that Melissa Abrams, Colonia High School be paid \$112.50 as Lighting Technician on February 25, 2018, for the Baapka Hindy Play at same location. (Acct No. 11-401-100-100-52-Z-AC-00). Funds to be reimbursed by vendor.

22. That a note be made in the minutes rescinding the contract for Stephanie Ciccone, (Personnel Agenda 12/21/17, Item #10).

23. That a note be made in the minutes rescinding the contract for Anthony Nyers, (Personnel Agenda 12/21/17, Item #10).

24. That the Board of Education approve Martin Scarano as the Extended School Year 2018 Assistant Manager in the amount of \$10,000.00

25. That the board of Education approve payment to the following staff members to perform secretarial duties between April 20, 2018 and June 30, 2018, in preparation for the in-District Extended School Year. (Payment upon voucher submitted):

| <u>Name</u> | <u>Hours</u> | <u>Rate/Hr.</u> | <u>Total</u> |
|----------------------|--------------|-----------------|--------------|
| Bobenchik, Debra | 30 | 25.55 | 766.50 |
| Hill, Joanne | 50 | 25.55 | 1,277.50 |
| Vilichka, Jacqueline | 120 | 25.55 | 3,066.00 |

26. That the Board of Education approve payment to the following staff member to perform set up duties between June 22, 2018 and June 30, 2018, in preparation for the in-District Extended School Year. (Payment upon voucher submitted):

| <u>Name</u> | <u>Hours</u> | <u>Rate/Hr.</u> | <u>Total</u> |
|-----------------|--------------|-----------------|--------------|
| Stephen, Nicole | 30 | 35.00 | 1,050.00 |

27. That the Board of Education retroactively approve the previously submitted employment agreement between the Board and Director of Personnel Services, Joanne Shafer, for the period from July 1, 2017 through June 30, 2018, and authorize the Board President, and the Board Secretary as the attesting witness, to execute the agreement on the Board's behalf.

28. That the previously submitted list of Non-Tenured Teachers and Athletic Trainers, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.

29. That the previously submitted list of Secretaries, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.

30. That the previously submitted list of Paraprofessionals and School Health Aides, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.

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31. That the previously submitted list of Transportation Personnel, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.
32. That the previously submitted list of School Aides, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.
33. That the previously submitted list of Technical Employees, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.
34. That the previously submitted list of Tradesmen, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments agreed to during the currently pending collective bargaining negotiations shall be processed as soon as possible following the signing of said agreement.
35. That the previously submitted list of Non-Tenured Administrators, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed.
36. That the previously submitted list of Discretionary Employees, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments shall be processed as soon as possible following negotiations.
37. That the previously submitted list of Central Office Administrators, dated April 19, 2018, be approved for the 2018-2019 school year at the salaries listed. Adjustments shall be processed as soon as possible following negotiations.
38. That the Board of Education approve the end of suspension with pay for Gina Frazier, effective immediately.
39. That the Board of Education approve the end of suspension with pay for Cherie Creighton, effective immediately.
40. That the Board of Education approve the end of suspension with pay for Jasmin Luzio, effective immediately.
41. That the following temporary employees be approved for the 2017-2018 school year:

Sub School Aide

Donoughe, Leah
Parrinello, Michelle
White, Miriam

Sub Paraprofessional

Barnett, Stephanie
Borgonsoli, Laura
Dalpiaz, Yvette
Figueroa, Ilka Ivette
Parrinello, Michelle
Ralph, Marvalene
Scarpelli, Michelle

Sub Secretary

Barnett, Stephanie
Dalpiaz, Yvette
Figueroa, Ilka Ivette
Hill, Jo-Ann
Vilichka, Jacqueline

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Sub Bus Attendant

Pena, Anthony

Sub Guidance

Cardenas, Sabina

Minarovich, Kimberly

Valenti, Justin

Event Manager

Trevena Jr., Williard

I move for the adoption of the foregoing.

Motion by_____

Seconded by_____