
**The Somerset Hills School District
Regular Meeting Agenda - August 26 , 2020
Executive Session - 6:30 P.M.
Public Input & Action - 7:30 P.M.
Bernards High School Cafeteria**

I. Call to Order

Welcome to a meeting of the Board of Education of Somerset Hills. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Somerset Hills at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

Due to the public health emergency in the State of New Jersey, as declared in Executive Order 103, the Board will be suspending its normal meeting procedures this evening and conducting a virtual meeting. Directions for accessing the virtual public meeting were posted on the District website: www.shsd.org.

II. Roll Call

III. Executive Session

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. Pledge of Allegiance

V. Roll Call

VI. Correspondence

None

VII. Suspend policy for public meetings

Resolved, that the Somerset Hills Board of Education suspends its policies relating to in person board meetings and authorizes virtual board meetings to occur during this period of emergency due to the COVID 19 emergency as referenced in Executive Order 103 and pursuant to Bylaw 131.

VIII. Report of the Superintendent**IX. Public Questions & Comments for Actionable Agenda Items**

We very much welcome input from the public. Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public Questions and Comments will be limited to 30 minutes. Thank you for your input.

X. Approval of Minutes*1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for July 22, 2020 and August 18, 2020..

XI. FINANCE

Action Items:

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of July 2020 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$7,066,293.22	\$7,066,293.22
(20) Special Revenue Fund	\$ 356,405.50	\$ 356,405.50
(30) Capital Projects Fund	\$ 371,191.25	\$ 371,191.25
(40)Debt Service Fund	\$ 370,090.37	\$ 370,090.37
Total Government Funds	\$8,163,980.34	\$8,163,980.34

(1) From Secretary's Report (2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and

upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

2. Approve 2020-2021 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for July 2020.

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached July check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$1,793,360.20
(20) Special Revenue Fund	\$ 10,292.80
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	--
(90) Agency Fund	\$ 225,629.55
TOTAL	\$2,029,282.55

5. Approve Professional Services Contract

Resolved, that the Somerset Hills Board of Education approve Ducks & Lions: Trauma Sensitive Resources, LLC for Professional Development Services in the amount of \$7,000. Funded by CARES Grant.

6. Approve Professional Development Program

Resolved, that the Somerset Hills Board of Education approve the contract for Reading Writing Project Network, LLC for Bedwell and Bernardsville Middle School in the amount of \$36,950.

7. Approve Substitute Placement Agreements*

Resolved, that the Somerset Hills Board of Education approves the agreements with Insight Workforce Solutions, LLC and with ESS Northeast, LLC to provide substitute staffing as needed for 2020-2021.

8. Approve SLEO III Officers*

Resolved, that the Somerset Hills Board of Education approve the contract for two SLEO III Officers for July 2020-December 2020, not to exceed \$54,305.

9. Approval of Bid Threshold Increase*

Resolved, that the Somerset Hills Board of Education approve the bid threshold increase.

WHEREAS, Jinnee DeMarco,, Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Somerset Hills Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Jinnee DeMarco, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

10. Approve Parent Organization Fundraiser

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraiser for the 2020-2021 school year.

	Organization	School	Event	Date
a	HSA	BES	The Giving Tree- Donations of teacher-requested items for classrooms	9/15/2020

XII. FACILITIES & OPERATIONS

None

XIII. CURRICULUM

A. Action Items:

1. Adopt Curriculum Documents*

Resolved, that the Somerset Hills Board of Education adopt the newly revised and completed curriculum documents for the 2020-2021 school year.

2. Approve Evaluation Instruments*

Resolved, that the Somerset Hills Board of Education approve the instruments for teacher evaluation (Danielson and iObservation) and administrator evaluation (Marshall and T-Evaluation) for the 2020-21 school year.

3. Approve 2020-2021 Professional Development and Mentoring Plan*

Resolved, that the Somerset Hills Board of Education approve the Professional Development and Mentoring Plan for the 2020-2021 school year, on file in the Curriculum Office.

4.. Approve the Comprehensive Equity Plan*

Resolved, that the Somerset Hills Board of Education approve the Comprehensive Equity Plan for 2019-2022, on file in the Curriculum Office.

5. Approve 2020-2021 Data Quality Team*

Resolved, that the Somerset Hills Board of Education approve the Data Quality Team for 2020-2021.

Coleen Butler

Jason Winch

Olga Edgerton

Gretchen Dempsey

Jeremy Slockbower

6. Approve 2020-2021 Anti-Bullying Specialists*

Resolved, that the Somerset Hills Board of Education approve the following Anti-Bullying Specialists For 2020-2021:

Jaimie Walker- District HIB Coordinator
Lisa Drew- High School Anti-Bullying Specialist
Marcy Craver- Middle School Anti-Bullying Specialist
Emily Pike- Elementary School Anti-Bullying Specialist

7. Approve Affirmative Action Officers*

Resolved, that the Somerset Hills Board of Education approve the following Affirmative Action Officers for 2020-2021:

Coleen Butler- District
Jaime Walker- Bernards High School
Lisa Garofalo- Bernardsville Middle School
April Friedman- Bedwell School

8. Approve 504 Coordinators*

Resolved, that the Somerset Hills Board of Education approve the following 504 Coordinators for 2020-2021:

Jamie Koransky- District
Jaime Walker- Bernards High School
Lisa Garofalo- Bernardsville Middle School
Amy Phelan- Bedwell School

9. Approve 2020-2021 School Improvement Panels (SciPs)*

Resolved, that the Somerset Hills Board of Education approve the following School Improvement Panels (SciPs) for 2020-2021

Bedwell Elementary School
Amy Phelan – Principal
April Friedman- Assistant Principal
Dana Fischer- Grade 4 Teacher

Bernardsville Middle School
Lisa Garofalo - Principal
Brian Latzke- Assistant Principal
Anne O'Halloran- Mathematics Teacher

Bernards High School
Scott Neigel- Principal
Mike Corbett- Assistant Principal
Jay Hogge-Social Studies Teacher
Chris Whitlock-Science Teacher

10. Approve 2020-2021 School Safety/School Climate Teams*

Resolved, that the Somerset Hills Board of Education approve the following School Safety Teams for 2020-2021:

Bedwell Elementary School
Amy Phelan – Principal

April Friedman- Assistant Principal
 Emily Pike - Schools Counselor
 Maureen Ziolkowski- Grade 2 Teacher
 Kate Walden- Parent

Bernardsville Middle School
 Lisa Garofalo- Principal
 Brian Latzke- Assistant Principal
 Marcy Craver- Guidance Counselor
 Jess Mc Ginn - Teacher
 Maxine Vu - Parent

Bernards High School
 Scott Neigel- Principal
 Lisa Drew- Student Assistance Counselor
 Anne Connor- School Nurse
 Debbie Infusino- Parent
 Peg Dolson- Special Educator

PERSONNEL AND POLICY

XIV. PERSONNEL

A. Committee Report and Discussion.

1. Approve Summer Work*

Resolved, that the Somerset Hills Board of Education approve the following summer work for staff members at their 2020-2021 per hour rate: BHS & District

	Name	Position	School	Not to Exceed	Hourly Rate
a	Hayes, Kelly	Child Study Team	District	10 days	\$44.43
b	Lavelle, Alexa	Child Study Team	BHS	10 days	\$47.53
c	LaBruno, Wendi	Child Study Team	BHS	10 days	\$70.87

2. Approve Summer Work

Resolved, that the Somerset Hills Board of Education approve the following summer work for staff members at their 2020-2021 per hour rate: BMS & BES

	Name	Position	School	Not to Exceed	Hourly Rate
a	Mongno, Megan	Child Study Team	BMS	10 days	\$60.68
b	Panik, Meredith	Child Study Team	BES	10 days	\$62.63
c	Gandhi, Latisha	Child Study Team	BMS	10 days	\$45.40

3. Approve Stipend Position*

Resolved, that the Somerset Hills Board of Education approve the following stipend position:

	Name	School	Activity	
a	Dan Kaplan	BHS	Peer Leadership Asst.	\$3,000

4. Accept Resignation*

Resolved, that the Somerset Hills Board of Education accept the following resignation:

	Name	Position	Effective
a	Victoria Resnick	School Psychologist	10/19/20, or sooner

5. Approve Appointment Non-Certificated Staff*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2020-2021 school year, *subject to further investigation pursuant to law:*

	Name	School	Position	Replace	Step	Salary	Effective	
a	Maeso, Michael	BHS	Teacher	Vassil	BA	5	\$61,480.00	9/1/2020 Pending Clearance

XV. POLICY

Action Items:

1. First Reading*

Resolved, that the Somerset Hills Board of Education approve the first reading of the following bylaw, policy & regulation:

Policy / Regulation #	Title
P1648.03	Restart and Recovery Plan-Full-Time Remote Instruction (New)
P5330.04	Administering an Opioid Antidote (Revised)
R5330.04	Administering an Opioid Antidote (Revised)
P5610	Suspension (Revised)
R5610	Suspension Procedures (Revised)
P5620	Expulsion (Revised)
P8320	Personnel Records (Revised)
R8320	Personnel Records (Revised)

2. Second Reading*

Resolved, that the Somerset Hills Board of Education approve the first reading of the following bylaw, policy & regulation:

Policy / Regulation #	Title
P 1648	Restart And Recovery Plan (M)
P 1648.02	Remote Learning Options For Families (M)
P 1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
P 2270	Religion in Schools (Revised)

P 2431.3	Heat Participation Policy for Student-Athlete Safety (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P 5320	Immunization (Revised)
R 5320	Immunization (Revised)

XVI. ORGANIZATIONAL ACTION

1. Superintendent Appointment

Resolved, that pursuant to enacted legislation, P.L. 192-1989, Chapter 254, the Somerset Hills Board of Education elected Dr. Gretchen Dempsey to the Representative Assembly of the Educational Services Commission of New Jersey and Somerset County Educational Services Commission at their meetings held from July 1, 2020 to June 30, 2021.

XVII. COMMUNITY RELATIONS

None

XVIII. SUPPLEMENTARY MATTERS

XIX. PUBLIC QUESTIONS AND COMMENTS

XX. ADJOURNMENT

***Note: The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.**

(cf: P.L.1996, c.103, s.1)

Somerset Hills School District

AUGUST 26, 2020

ADDENDUM

VI. CORRESPONDENCE

1. Email from Susan Gouldin

XI. FINANCE

11. Payment of Bills*

WHEREAS, the Board Secretary has presented attached August check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$ 753,237.68
(20) Special Revenue Fund	\$ 19,443.99
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 7,917.08
(90) Agency Fund	\$ 78,889.72
TOTAL	\$ 859,488.47

12. Student Transportation Activities*

Resolved, that the Somerset Hills Board of Education pursuant to N.J.A.C. 6A:27-9.2 (b) (c), recognizes the need to seek competitive bid prices for student transportation services and therefore, approves the following:

· *Preparation of Student Transportation Bid Specifications*

The School Business Administrator/Board Secretary, is designated to prepare all student transportation bid specifications for the board of education.

Reference—N.J.A.C. 6A:27-9.2 (c)

· *Opening of Student Transportation Bids*

The School Business Administrator/Board Secretary, is authorized to open all student transportation bids and publicly announce the contents. Reference—N.J.A.C. 6A:27-9.2 (b)

· *Approval of Student Transportation Bid Specifications*

The board of education hereby approves the student transportation bid specifications as prepared by the School Business Administrator/Board Secretary. The bid specifications will be sent to the Executive County Superintendent of Schools for review and approval. Reference—N.J.A.C. 6A:27-9.2 (c).

13. Approve State Aid for Non-Public Schools*

Resolved, that the Somerset Hills Board of Education approve the following state aid for non-public schools:

	Far Hills Country Day	School of St. Elizabeth
Nursing Service Aid	\$24,250.00	\$13,386.00
Textbook Aid	\$15,273.00	\$ 8,430.00

Somerset Hills School District

AUGUST 26, 2020

ADDENDUM

XII. FACILITIES & OPERATIONS

XIII. CURRICULUM

11. Approve The Somerset Hills School District Nursing Services Plan 2020-2021*

Resolved, that the Somerset Hills Board of Education approve the Nursing Services Plan for the 2020-2021 school year.

XIV. PERSONNEL

5. Approve Appointment Nontenured Certificated Staff*

Remove a.

6. Approve Appointment Non-Certificated Staff*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certificated staff for the 2020-2021 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Step	Salary	Effective
a	Torromeo, Ronald	BHS	Custodian	New Position	3	\$33,590	Pending Clearance

7. Approve Appointment Non-Certificated Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certificated staff for the 2020-2021 school year:

	Name	School	Position	Step	Salary	Effective
a	Pingle, Mamata	BES	Para-Spec Ed B Hrly (Part time)	2	\$17.22/Hr	9/1/2020
b	Arthur, Michele	BES	Para-Spec Ed B Hrly (Part time)	2	\$17.22/Hr	9/1/2020

8. Accept Resignation

Resolved, that the Somerset Hills Board of Education accept the following resignation:

	Name	School	Position	Effective
a	De Cota, Dorothy	BMS	Para-Spec Ed B Hrly (Part time)	10/15/2020

9. Approve Internship*

Resolved, that the Somerset Hills Board of Education approve the following internship for the 2020-2021 school year:

	Intern	School	Subject	Mentor	Date
a	Scura Coughlin, Theresa	District	Administration	Gretchen Dempsey	Fall Semester 2020

Somerset Hills School District

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ADDENDUM

10. Approve Co-Curricular Volunteer*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular volunteer for the 2020-2021 school year: BHS

	Last Name	First Name	Season	Position
a	Itkor	James	Fall	Marching Band Percussion

11. Approve Appointment Nontenured Certificated Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certificated staff for the 2020-2021 school year, *subject to further investigation pursuant to law:*

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Sakin, Jordan	BES	Teacher	New Position	*MA (pending transcript review)	1-2	\$64,575.00	9/1/2020 Pending Clearance

12. Approve Mentors*

Resolved, that the Somerset Hills Board of Education approve the following mentors for the 2020-2021 Provisional Teacher Program to be paid at the rate of \$550 for the year:

- Lisa Falk - a mentor for Kelsie Fleming
- Jeff Caswell - a mentor for Matt Bale Pena
- Chris Whitlock - a mentor for Peter Mathus
- Jen Bohr - a mentor for Jordan Sakin

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[See POLICY ALERT No. 221]

1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services on a ~~district-owned~~ school bus, ~~but is unable to maintain social distancing,~~ a face covering must be worn **by all students** upon entering the school bus **unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**

- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.



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- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
 - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
 - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (3) Results must be documented when signs/symptoms of COVID-19 are observed.



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- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
 - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
 - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are **required** ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is ~~also~~ necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.



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- d. Exceptions to the Requirement for Face Coverings
- (1) Doing so would inhibit the individual's health.
 - (2) The individual is in extreme heat outdoors.
 - (3) The individual is in water.
 - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 - (5) The student is under the age of two, **due to the ~~and~~ ~~could~~ risk of suffocation.**
 - (6) **During the period a student is eating or drinking.**
 - (7) **Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).**
 - (8) **The student is engaged in high intensity aerobic or anaerobic activities.**
 - (9) **Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.**
 - (10) **When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.**



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[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing



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- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.



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- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.
 - (1) Special Education and English Language Learners (ELL)
 - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
 - (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.



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- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.



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D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:

- (i) All novice provisional teachers new to the district be provided induction;
- (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;



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(iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

(v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

(a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



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c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020

Adopted:



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Appendices

The ~~school district must attach~~ **provisions of the attached** Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan ~~here as required by this~~ **are included in** Policy 1648.



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Appendix C

Critical Area of Operation #3 – Transportation

Appendix C includes district protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in Section A.1.c.

a. Student Transportation

- Hand sanitizer will be provided and used by all students upon entering the bus.
- Signs will be posted to reinforce social distancing and hygiene rules.
- Drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face covering, self-monitoring).
- The district will work with the community to minimize reliance on district transportation to the greatest degree practical.
- In-district students have been divided into 2 cohorts of roughly 50% of the overall student population. The district will transport up to 50% of in-district students on any given day.
- Students will be required to wear face covering the entire time they are on the bus. Accommodations for students who are unable to wear a face covering will be addressed on a case by case basis in accordance with all applicable laws and regulations.
- Vehicles will be dedicated to specific routes, to the greatest extent practical.
- Bus drivers will use disinfectant wipes on grab rails and seats after each run.
- Buses will be cleaned and disinfected after completion of all routes for the day.

b. Social Distancing on School Buses

- Students will be seated every other row and 6 feet apart to the extent practical.
- Students will be directed to board the bus by filling the back row of seats and then progressing forward.
- Students will be directed to leave the bus from the front of the bus then progressing backwards.
- All students will have assigned seats. Seating charts will be maintained and adhered to.
- Building administrators will work with families to ensure behavioral expectations on buses are clearly understood and communicated. This will include guidelines for practicing social distancing at school bus stops.
- Stops may be added to routes to limit the number of students at bus stops.
- When practical, additional staff may accompany the driver to ensure safety and social distancing.



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Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

Appendix E includes district protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e.

Guidance is based on Somerset County Health Officers Association document dated 7-24-20.

a. Screening Procedures for Students and Staff

- At the start of the school year all parents and staff will be provided with information on symptoms of COVID 19 and how to prevent its spread.
- All employees will perform a daily symptom screen on themselves before leaving for work and will stay home if ill.
- Staff and visitors may go through temperature checks and health assessment screening when entering school buildings in the lobby or reception area.
- Students will be screened before entering the building. Staff will visually check students for symptoms upon arrival and/or confirm with families that students are free of COVID19 symptoms.
- The school will ensure that all parents/guardians understand their responsibilities regarding screening students at home each morning before the school day and reporting any symptoms to the school.
- Students will be screened before entering school buses: No children with symptoms should be sent on a bus. Bus drivers will be provided with a number to report symptomatic children discovered on the route.
- Students identified on pre-entry screening to have COVID-19 compatible symptoms will be directed to the isolation room for evaluation by the school nurse.
- Staff identified on pre-entry to have COVID-19 compatible symptoms will be sent home and advised to consult with their primary care professional.

b. Protocols for Symptomatic Students and Staff

- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. They will be placed away from others in an isolation area and asked to wear a face mask until they can be sent home.
- **Continued supervision and care will be provided for symptomatic students.**
- If a mask is not tolerated, staff will use a face covering and follow social distancing guidelines (6 ft. away).
- Individuals will be sent home.



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- When an individual tests positive for COVID-19, the facility will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.
- The school district will be prepared to provide the following information when consulting public health:
 - The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, student, household contact);
 - The date the person with COVID-19 or probable COVID-19 was last in the school;
 - The date the person developed symptoms and/or tested positive;
 - Types of interactions the person may have had with other persons in the school or in other locations;
 - How long their interactions were with other persons in the school;
 - If other persons in the school have developed any symptoms;
 - Information related to other group activities the person engaged in; and
 - Any other information to assist with the determination of next steps.
- Signs and symptoms of COVID-19 in children may be similar to those for common viral respiratory infections or other childhood illnesses.
- It is important for pediatric providers to have an appropriate suspicion of COVID-19, but also to continue to consider and test for other diagnoses.
- Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. Individuals with these symptoms may have COVID-19:
 - Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
 - This list does not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19.
- Individuals (e.g., children, care providers, or staff) who have any symptom(s) consistent with COVID19, should be sent home or denied entry and referred to a healthcare provider for evaluation on whether testing is needed.
- Children and staff who are COVID-19 positive or who have symptoms consistent with COVID-19 and have not had a medical evaluation or COVID-19 test must not return until they have met the criteria for discontinuing home isolation
 - Individuals with an alternate diagnosis that would explain the reason for their symptom(s) should:
 - Stay home and follow the NJDOH School Exclusion List for the diagnosed illness.
 - If symptoms related to an alternate diagnosis change or worsen, the individual should consult a healthcare provider to determine next steps.



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○ The other individuals of the small group/cohort of the symptomatic person should also be sent home. These contacts should be instructed to quarantine and may return:

- If the ill person tests positive - after 14 days from the last exposure and no symptoms develop.
- After the ill person has an alternate diagnosis that would explain the symptoms.
- After the ill person tests negative.

<p>Individuals who have symptoms of COVID-19 AND • have tested positive (by PCR, rapid molecular or antigen testing) OR</p> <p>• have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:</p>	<p>At least 10 days have passed since their symptoms first appeared AND • They have had no fever for at least 24 hours (one full day without the use of medicine that reduces fever) AND • Symptoms have improved (e.g. cough, shortness of breath)</p>
<p>Individuals who have NO symptoms and have tested positive should stay home and away from others until:</p>	<p>10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.</p>
<p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p>	<p>24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</p>

<p>Individuals who are identified as a close contact* of a confirmed case should:</p>	<p>Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case, even if contact tested negative.</p>
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*Close contact is defined as being within 6 feet for at least a period of 10 minutes.

- If a case of COVID-19 infection occurs in one defined cohort within the school, the ill person will be sent home.
 - Other staff and children in the cohort will be assessed for consideration as close contacts of that case, and if classified as close contacts, quarantined in their homes for 14 days.



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- School nurses and administrators will review the classroom practices, physical layouts, and assess compliance with preventative measures to help inform public health decisions.
- Public health, parents/guardians, and staff facility-wide will be informed of the situation.
- The CDC guidance for cleaning and disinfection will be followed.
- Other cohorts within the school facility will continue to function, with daily and vigilant screening for illness occurring, and social distancing, personal and environmental hygiene measures strictly adhered to.
- If cases occur in multiple cohorts within the school, then the entire school may need to be suspended
- The ability to keep cohort groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary
- **A definition of an outbreak in a school setting is expected to be determined by the NJDOH CDS prior to the start of the school year**

c. Protocols for Face Coverings

- The district expects that face coverings will be worn by all from door to door (recognizing exceptions as listed in Section A.1.e).
- District will ensure adequate signage in buildings to alert all staff, students, and visitors to this expectation.
- Visitors refusing or failing to comply with district expectations will be denied entry. Staff may conduct business with these visitors out-of-doors to the extent that it is practical and possible.
- District will ensure ongoing communication with the school community to ensure a common understanding.
- District will ensure ongoing communication with the teachers association to ensure a common understanding of shared responsibilities.
- District will stock sufficient spare face coverings in all buildings for both students and staff.
- Director of Student Services will work closely with families to ensure accommodation needs/requests are considered and addressed according to each student's needs and in accordance with all applicable laws and regulations.
- Each building's *Code of Conduct* will be reviewed and updated (if needed) to ensure noncompliance is addressed appropriately.
- Individuals will be reminded not to touch the face covering.
- Information will be provided to staff, students, and families on the proper use, removal, and washing of face coverings.
- Face coverings will be included as part of the back to school supplies list.



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Appendix F

Critical Area of Operation #6 - Contact Tracing

Appendix F includes the district's protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in Section A.1.f.

Guidance is based on Somerset County Health Officers Association document dated 7-24-20.

- School staff should help administration in identifying close contacts of positive COVID-19 cases. This should be done in conjunction with the local health department (LHD). This process will require close collaboration between public health staff and school nurses and administration.
- Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.
- A contact tracing team from the local health department or the NJDOH calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe, to help identify anyone they have had close contact. Those contacts might include family members, caregivers, co-workers or health care providers.
- Individuals who have recently had a close contact with a person with COVID-19 should stay home and monitor their health.

Closure

A facility may need to temporarily dismiss children and staff for 2-5 days, if a child or staff member attended school before being confirmed as having COVID-19.

- This initial short-term dismissal allows time for the local health officials and school administrations to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing and cleaning and disinfecting the facility.
- Facilities should follow CDC guidance on how to disinfect your building or facility if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
 - ✓ Close off areas used by the person who is sick.
 - ✓ Open outside doors and windows to increase air circulation in the areas
 - ✓ Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - ✓ Clean and disinfect all areas used by the person who is sick, such as offices,



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bathrooms, and common areas with an EPA-registered product for use against SARS-CoV-2.

✓ If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

Facilities should work with the local health officials to **determine take the** appropriate next steps. **including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.**

Factors for consideration for dismissal include but are not limited to: class size, age of students, ability of class to adhere to social distancing and cohorting, mask compliance, timing of case identification, number of close contacts identified, staffing impacts, and disease burden in the community.

Testing:

Until more evidence about protective immunity is available, serologic test results should not be used to make decisions:

- Regarding the need for personal protective equipment.
- To discontinue social distancing measures.
- About grouping persons residing in or being admitted to congregate settings, such as childcare, schools, dormitories, or correctional facilities.
- About returning persons to the workplace.



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Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts
based on NJDH Guidance as of 7/22/2020

Scenario	Immediate Actions	Communication
Scenario 1: A student of staff member either exhibits symptoms COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.4 or above	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested • Class/cohort is evaluated for exposure and possible quarantine. 	No action is needed
Scenario 2: A family member or someone in close contact with a student or staff member (outside of school community) tests positive for COVID-19	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff may be recommended to get tested • Student/staff instructed to quarantine, even if they test negative for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation • If student/staff test positive, see Scenario 3 (below) • School Administration notified 	<i>For the involved Student Family or Staff Member:</i> Template letter: Household member or Close Contact with COVID-19 Case
Scenario 3: A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> • Student/staff sent home if not already quarantined • Student/staff instructed to isolate for 10 days after symptom onset and 24 hours after resolution of symptoms, (if never symptomatic, isolate for 14 days after test date) • School-based close contacts identified and quarantine for 14 days • In stable elementary classroom cohorts: entire cohort • In other setting: use seating chart, consult with teacher/staff • School administration notified • Health Department notified 	<p><i>For Positive Case Student Family/Staff:</i> Template Letter: COVID-19 Case</p> <p><i>For Student Families and Staff Members Identified as Close Contacts:</i> Template Letter: Household Member or Close Contact with COVID-19 Case</p> <p><i>For All Other Student Families and Staff Members:</i> Template Letter: COVID-19 Case in Our Community</p>



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Table 2. Steps to Take in Response to Negative Test Result

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (asymptomatic)	Student/staff may return to school 24 hours after resolution of fever and improvement in other symptoms	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing is not performed
A student or staff member tests negative after Scenario 2 (close contact)	Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	Can return to school/work immediately	No action needed

Considerations for Closure

NJDOH is working on metrics to monitor transmission levels by region



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Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

Appendix G includes the district's protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in Section A.1.g.

- Prior to reopening all buildings will be deep cleaned and disinfected to establish a baseline level cleanliness to be maintained throughout the school year.
- Hot spots and high touch surface areas will be identified (hallways, common areas, bathrooms, panic bars on doors, door knobs/handles, light switches, classroom sink handles, countertops, railings and water bottle refilling stations). Water fountains will be disabled.
- Throughout the school day custodians will be focused on cleaning hotspot areas.
- Signage will be placed throughout the facilities reminding students and faculty to wear masks, wash hands, social distance and limit capacity in rooms.
- Custodian Foreman and Director of Facilities Monitors will patrol buildings and grounds to ensure compliance with guidelines and identify areas that may need special attention during daytime hours.
- Alcohol-based hand sanitizing stations will be located at entrances and in high traffic areas. These are in all classrooms and common areas (cafeterias, gym, multi-purpose rooms) district-wide. In addition:
 - BHS: main entrance (A-1), cafeteria doorways (B-4) and cafeteria doorways off hallway, glass doors near Performing Arts Center (A-33), and doors leading to lower gym (C-14).
 - BMS: main entrance (A-1), entrance at front side of building (A-2), rear doorway off play area (C-7).
 - Bedwell: main entrance (A-1), rear entrance (C-8), side entrance (B-6)
- Disinfection wipes will be provided to each classroom.
- High traffic hallways and stairways will be striped with directional signage to aid in social distancing.
- Plexiglass dividers to be installed in high contact areas (receptions desks, media center, counselor office).
- Furniture to be limited in classrooms and common areas to promote social distancing.
- Quarantine isolation area to be established in and near Nurses station to evaluate potential infected individuals
- After-hours custodians will be assigned to buildings returning each facility to its baseline status.
- Types of cleaning supplies to be utilized:
 - PX200ES Cordless Electrostatic Sprayer - PurTabs Disinfecting and Sanitizing Solution
 - Fogger machines - CURoxide Disinfectant Fogging Solution



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- Neutral 64 Professional Disinfectant Cleaner
- Buses owned by SHSD will be cleaned and disinfected daily by district custodians. The district will ensure that similar precautions are in place on contracted buses.
- Outside high touch areas, including playgrounds and school grounds, will be cleaned and access may be restricted.
- ATRA's COVID-19 Standard Operation Procedures (SOP)/Policy Guidance (published 7-24-20) will serve as a reference to inform schedules for increased cleaning, areas to target, and methods and materials to be used.



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Appendix K

Academic, Social, and Behavioral Supports

Appendix K includes supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in Section A.2.a. through A.2.e.

a. Social-Emotional Learning (SEL) and School Culture & Climate

Addressing the SEL needs of students is as important as addressing academic needs. The district acknowledges that students who are in distress may not be able to fully engage in learning. We also acknowledge and must continue to address the SEL needs of our staff. Our SEL support follows the three tier system for Mental Health Support (The Road Back to Recovery, p. 40) Tier 1 (Prevention and Universal Support for All Students and Families) includes the infusion of SEL competencies into our school day. Staff will receive professional development on trauma-informed instruction to integrate into their instructional approach. Our K-12 counselors will support students through providing whole class instruction as well as facilitating student groups.

- **Supports for students may include:**
 - Staff development for trauma-informed learning
 - Weekly student outreaches for stress-less activities
 - Mindfulness, relaxation, meditation, yoga, arts
 - Social Media, Google Classroom, website tips, resources and activities
 - Guidance Newsletters
 - Individual and Group Counseling sessions
 - Counselor check-ins
 - Naviance and counselor-generated email blasts
 - School Culture & Climate Team (BMS)
 - Student small-group meetings with Principal (BHS)
 - Stress-break activities lead by SAC, School Psychologist
 - Partnership with students' Wellness Club and staff's Stress-Less Committee for activities open to all high school students
 - Peer Leadership Programs (all schools)
 - Surveys for students, staff and parents to assess needs
 - Physical wellness programs for staff and students
 - Use of elementary school "calm corners"



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- Multi-tiered levels of support will be provided by district personnel. This will include classroom lessons, individual and group counseling. This will be provided in both a virtual format as well as in-person.
 - Structured social opportunities for students receiving their education virtually to engage with the school community
- Supports for teachers include:
 - Helplines for confidential counseling

NJ Mental Health Cares, the state's behavioral health information and referral service, will now also offer help to people dealing with anxiety and worry related to the Novel Coronavirus (COVID-19) outbreak. New Jerseyans can call 1-866-202-HELP (4357) for free, confidential support. NJ Mental Health Cares will be answered from 8 a.m. to 8 p.m. seven days a week by live trained specialists.

AID-NJEA is a free, confidential 24-hour telephone [helpline](#) for school staff members and their families. The helpline is staffed by active and retired educators and school counselors who are trained to counsel and support their colleagues.

AETNA is available to answer questions to help you stay healthy. If you need to speak to someone, their crisis response lines (available to anyone in the U.S.) offer 24/7 confidential counseling and support. Just call 1-833-327-AETNA (2386).

- Professional development surrounding personal mental and physical well-being as evidenced in the June professional development day

b. Multi-Tiered System of Supports (MTSS)

Targeted support for all learners will continue to be provided through a tiered system of instruction previously referenced and continuous progress monitoring and data analysis. Universal screening and progress monitoring will occur through the use of research based educational programs and practices at every grade level (e.g. *Teachers College Reading Writing Project* reading and writing assessments), formative, and summative assessment practices. Data analysis and tiered support decisions will continue to be completed by school teams, inclusive of grade level/specialist teams, Intervention and Referral Services Teams, and Child Study Teams. Tiered Instruction will be provided both remotely and in-person in small group settings. Each school implements a variety of supports based on age appropriate programming and availability of resources. The following outlines a sampling of services provided in each tier:

TIER 1 Services May Include--

- Double periods of instruction



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- Readers & Writers Workshops
- Use of Raz Kids and other online skill-building programs
- Push-in academic support
- Enrichment
- Study Skills presentations

TIER II Services May Include--

- Pull-out and Push-in academic support/instruction
- Writing Lab
- Small-group multi-sensory support
- Enrichment--Small Group
- Math Lab
- Learning Ally
- Academic Intervention Plans
- Customized RTI action plans

TIER III Services May Include--

- Orton-Gillingham Reading Program
- Behavior Plans
- HIB Remediation Plans
- Small-group multi-sensory support
- Dibels dyslexia screener
- Social Stories
- Enrichment--select group, research project
- Customized IEP plans

c. Wraparound Supports

- Partner with Community Agencies & Resources to provide comprehensive services:
 - Psychiatric Emergency Screening Services (PESS)
 - Traumatic Loss Coalition (TLC)
 - Imagine: A Center for Coping with Loss
 - Good Grief
 - Municipal Alliance
 - Mobile Response, Perform Care
 - Cancer Support Network
 - Middle Earth
 - 2nd Floor Youth Helpline
 - Food Pantry
 - Zufall Community Health Center
 - NJ Division of Child Protection and Permanency
- Utilize supports from I&RS/RTI and 504 plans
- Partner with child study team members



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d. Food Service & Distribution

- See Appendix H

e. Quality Child Care

- The Somerset Hills YMCA will offer fully licensed child care services (COVID- compliant) to parents and teachers in need of such services.
- Community Child Care Solutions, the New Jersey State designated Child Care Resource & Referral Agency, (CCR&R), for Somerset County, is dedicated to helping families find child care and to assist low income families pay for care. They serve children from birth through 13. They are not for profit and all of their services are provided free of charge to anyone living or working in Somerset County. They are working with a number of centers that are hoping to assist families whose children may not be served five days a week through the school district. Mary Jane DiPaolo may be reached at Mdipaolo@communitychildcaresolutions.org or at 908-927-0869 . She can supply parents/guardians a list of available resources.



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Appendix N

Scheduling of Students

Appendix N includes district protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in Section B.3.

- a. School Day – The board approved school calendar will ensure the 180-day school year requirement is met, with days consisting of not less than four hours in grades K-12.

Instructional Options available

- At this time, all students will have 2 instructional options for the 2020-20201 school year:
 - Hybrid instruction (i.e. students opting to receive a mixture of in-person and remote instruction), or
 - Purely virtual/fully remote instruction (i.e. students opting to receive all instruction remotely).
- Regardless of the instructional option chosen, the quality and scope of instruction and other educational services will be the same. This includes the length and time of instruction and equal access to materials, in addition to other components of schooling.
- The district’s website will post information regarding families’ flexibility in requesting instructional options, including timelines and all forms. This information will include the full scope of instructional options, procedures for requests, and expectations for transition planning. Prior to the start of the school year this information will also be distributed in advance of deadlines through weekly *Friday Folders*. It will also be distributed through the alert system in both English and Spanish.
- The district will report data regarding instructional options to the state as required. Required data includes but is not limited to the number of students participating in purely virtual/fully remote learning by each of the following subgroups: economically disadvantaged, major racial and ethnic groups, students with disabilities, and English learners.
- The district recognizes that teachers’ instructional choices will be guided by new modalities. Staff will benefit from additional professional development opportunities prior to the start of the school year. To further develop staff’s understanding of instructional choices and strategies that will support both hybrid and purely virtual instruction/fully remote options, the previously-approved school calendar will be modified to adjust the first day of school for students to Tuesday, September 8. September 1, 2, 3, and 4 will provide an opportunity for focused, in-district professional development.



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Hybrid instruction:

- Students participating in a hybrid model of instruction will be assigned to one of two student cohorts alphabetically. Each cohort will make up approximately 50% of the student body.
- Siblings will be assigned to the same student cohorts, regardless of the school they attend. Families cannot choose the cohort to which they would like to be assigned. Families in which last names vary will be grouped together when requested in advance.
- Students participating in a hybrid model of instruction will begin the 2020-2021 school year with an alternating day schedule:
 - Monday - All students receive instruction remotely (i.e. no in-person instruction)
 - Tuesday - Cohort #1 in-school, Cohort #2 remote
 - Wednesday - Cohort #2 in-school, Cohort #1 remote
 - Thursday - Cohort #1 in-school, Cohort #2 remote
 - Friday - Cohort #2 in-school, Cohort #1 remote
- When students participating in a hybrid model of instruction begin the 2020-2021 school year, time in the buildings will be limited to 4 hours a day based on the rotation of cohorts shown above.
 - e.g. A student in Cohort #1, will have 4 hours of instruction in a school building on Tuesdays and Thursdays.
- Every school day will include time in excess of the 4 hours in buildings (see *b. Educational Program*). The ability to increase the time spent in school and loosen restrictions will be continually re-evaluated by the administration.
- All district schools will begin the 2020-2021 school year on the same daily rotation schedule, with the same number of in-person instructional hours.
- Students opting for hybrid instruction will be expected to wear face coverings while in school.

Purely Virtual/fully remote instruction:

- All students are eligible for purely virtual/fully remote instruction.
- In-district requests should be submitted to building principals; all other requests should be submitted to the Director of Special Services.
- For students with disabilities, case managers will consult with the Director of Special Services to determine if an IEP meeting or an amendment to a student's IEP is needed.
- Families who request purely virtual/fully remote instruction may request children receive all instruction remotely (virtually), or requests may include any service or combination of services that would otherwise be delivered. This includes instruction, behavioral and support services, special education, and related services.



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- To start the school year receiving purely virtual/fully remote instruction, requests must be received at least two weeks before the start of the school year.
- See Appendix Q for additional information detailing the purely virtual/fully remote option

Transitioning between options

- Families can request a transition from hybrid instruction to purely virtual/fully remote instruction at any time during the school year. See *Appendix Q* for details and timelines regarding this process.
Families can request a transition from purely virtual/fully remote instruction to hybrid instruction only at the start of a marking period. See *Appendix Q* for details and timelines regarding this process.
- b. Educational Program



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Bernards High School Educational Program

- A-K Cohort (Last Names A-K)
- L-Z Cohort (Last Names L-Z)

1. Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
All students receive instruction remotely	A-K Cohort in school	A-K Cohort remote	A-K Cohort in school	A-K Cohort remote
All students receive instruction remotely	L-Z Cohort remote	L-Z Cohort in school	L-Z Cohort remote	L-Z Cohort in school

Monday daily schedule - all students receive instruction remotely

Block	Start Time	End Time	Length
Instructional support (see #4 below)	7:45AM	9:45AM	2 hours
1	9:45AM	10:25 AM	40 minutes
2	10:29 AM	11:09 AM	40 minutes
3	11:13 AM	11:53 AM	40 minutes
Lunch	11:53 AM	12:33 PM	40 minutes
4	12:33 PM	1:13 PM	40 minutes
5	1:17 PM	1:57 PM	40 minutes
6	2:01 PM	2:41 PM	40 minutes

All students will log in to virtually participate in classes synchronously via videoconferencing at the times indicated.



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Tuesday through Friday daily schedule

Block	Start Time	End Time	Length
1	7:55 AM	8:45 AM	50 minutes
2	8:49 AM	9:24 AM	35 minutes
3	9:28 AM	10:03 AM	35 minutes
4	10:07 AM	10:42 AM	35 minutes
5	10:46 AM	11:21 AM	35 minutes
6	11:25 AM	12:15 PM	50 minutes
Dismissal and <i>Grab and Go</i> Lunch	12:15 PM	12:30 PM	15 minutes
Instructional support (<i>see #4 below</i>)	1:15 PM	2:41 PM	1 hour & 26 minutes

Tuesdays through Fridays, students receiving instruction remotely will log in to virtually participate in classes synchronously via videoconferencing at the times indicated.

BHS teachers will work their contractual 7 hour and 16 minute schedule and their availability for *Instructional Support* will conform to SHEA's collective bargaining agreement



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BHS Rotate and Drop 4-Day Rotation

Block	A Day	B Day	C Day	D Day
1	1	2	3	4
2	2	3	4	1
3	3	4	1	2
4	5	6	7	8
5	6	7	8	5
6	7	8	5	6

2. Curriculum (Coursework/Content)

a. Students have been enrolled in and will be attending all courses for which they were regularly scheduled. The duration of class meetings has been modified for the instructional options (i.e. hybrid and purely virtual/fully remote) of the 2020-2021 school year. If and when in-person instruction can be expanded, the duration of class meetings will be lengthened.

b. The scope and sequence of courses may need to be modified based on the health-related school closure last spring. This may be done by teachers, in collaboration with administrators and with their approval.

c. Curriculum for certain classes (e.g. music, PE) may need to be modified to accommodate limitations and restrictions on indoor activities.

3. Instructional Practices

a. On Mondays, BHS teachers will meet with all students synchronously via videoconferencing software during the assigned class periods.



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- b. Tuesday through Friday, BHS teachers will instruct the cohort of students in their classroom while students at home participate synchronously via videoconferencing software.
 - c. Students who have elected to attend school solely on a virtual basis will participate in all their classes synchronously via videoconferencing software every day.
 - d. The Google Education Suite will be the primary means of communication with students for synchronous and asynchronous learning (Google Classroom, Google Meet, GMail, Google Hangouts).
 - e. The district is committed to ensuring all students have access to instruction and is launching a 1:1 initiative for the 2020-2021 school year. To facilitate connectivity and address concerns regarding the digital divide, a Chromebook will be provided to every BHS student who opts into the district's 1:1 device program.
4. Instructional Support
- a. Given the challenges of reopening school after the health-related closure in the spring, a greater need for individualized instructional support is anticipated. Curriculum supervisors will guide teachers to structure this time; this will ensure it is productive and helps address learning gaps. During this time, teachers will meet with individual students and small groups virtually. Teachers will provide feedback and guidance, hold study sessions, and support identified needs.
 - b. Teachers and guidance counselors may also use this time to reach out to families to support students who are struggling emotionally, socially, or academically.
 - c. Special education students in self-contained programs may receive in-person instruction Tuesday through Friday.
5. Assessment of Students
- a. Students will receive formative feedback on an ongoing basis.
 - b. Summative assessments will be administered; however, these may differ from prior years. To accommodate all students, assessments may need to be administered virtually and in-person.
 - c. Curriculum supervisors and building administration will continue to support teachers and students to ensure grades reflect content mastery. Students will receive grades in all courses. Given the impact the health-



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related school closure has had on public education, BHS teachers are encouraged to approach grading from a flexible perspective.

6. Student Attendance and Accountability

- a. Attendance will be taken in all courses on all school days, whether students are attending class in-person or virtually. Attendance limits in all classes will still apply, while taking any students' extenuating circumstances into consideration.
- b. Students will be held accountable for attendance and participation in all courses, regardless of whether they are attending in-person or virtually.



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Bernardsville Middle School Educational Program

- A-K Cohort (Last Names A-K)
- L-Z Cohort (Last Names L-Z)

1. Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
All students receive instruction remotely	A-K Cohort in school	A-K Cohort remote	A-K Cohort in school	A-K Cohort remote
All students receive instruction remotely	L-Z Cohort remote	L-Z Cohort in school	L-Z Cohort remote	L-Z Cohort in school

Monday daily schedule - all students receive instruction remotely

Block	Start Time	End Time	Length
Instructional support (<i>see #4 below</i>)	7:45AM	9:45AM	2 hours
1	9:45 AM	10:25 AM	40 minutes
2	10:29 AM	11:09 AM	40 minutes
3	11:13 AM	11:53 AM	40 minutes
Lunch	11:53 AM	12:33 AM	40 minutes
4	12:33 PM	1:13 PM	40 minutes
5	1:17 PM	1:47 PM	40 minutes
6	1:51 PM	2:41PM	40 minutes

All students will log in to virtually participate in classes synchronously via videoconferencing at the times indicated.



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Tuesday through Friday daily schedule

Block	Start Time	End Time	Length
1	8:00 AM	8:50 AM	50 minutes
2	8:54 AM	9:29 AM	35 minutes
3	9:33 AM	10:08 AM	35 minutes
4	10:12 AM	10:47 AM	35 minutes
5	10:51 AM	11:26 AM	35 minutes
6	11:30 AM	12:20 PM	50 minutes
Dismissal and <i>Grab and Go</i> Lunch	12:20 PM	12:35 PM	15 minutes
Instructional support (<i>see #4 below</i>)	1:20 PM	2:46 PM	1 hour and 26 minutes

Tuesdays through Fridays, students receiving instruction remotely will log in to virtually participate in classes synchronously via videoconferencing at the times indicated.

BMS teachers will work their contractual 7 hour and 16 minute schedule and their availability for *Instructional Support* will conform to SHEA's collective bargaining agreement



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BMS Rotate and Drop 4-Day Rotation

Block	D Day	A Day	B Day	C Day
1	1	2	3	4
2	2	3	4	1
3	3	4	1	2
4	5	6	7	8
5	6	7	8	5
6	7	8	5	6

Note that the daily rotation at BMS differs from the BHS rotation to limit conflicts with traveling staff.

2. Curriculum (Coursework/Content)

- a. Students have been enrolled in and will be attending all courses for which they were regularly scheduled. The duration of class meetings has been modified for the instructional options (i.e. hybrid and purely virtual/fully remote) of the 2020-2021 school year. If and when in-person instruction can be expanded, the duration of class meetings will be lengthened.
- b. The scope and sequence of courses may need to be modified based on the health-related school closure last spring. This may be done by teachers, in collaboration with administrators and with their approval.
- c. Curriculum for certain classes (e.g. music, PE) may need to be modified to accommodate limitations and restrictions on indoor activities.



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- d. Through our district's long-standing partnership with Teachers College as a project school, English teachers will have access to virtual teaching resources to support both reading and writing instruction.
- e. Related Arts (art, technology, digital citizenship, public speaking) courses may be modified so that students will focus on one content area for a specified length of time instead of alternating daily.

3. Instructional Practices

- a. On Mondays, BMS teachers will meet with all students synchronously via videoconferencing software during the assigned class periods.
- b. Tuesday through Friday, BMS teachers will instruct the cohort of students in their classroom while students at home participate synchronously via videoconferencing software.
- c. Students who have elected to attend school solely on a virtual basis will participate in all their classes synchronously via videoconferencing software every day.
- d. The Google Education Suite will be the primary means of communication with students for synchronous and asynchronous learning (Google Classroom, Google Meet, GMail, Google Hangouts).
- e. The district is committed to ensuring all students have access to instruction and is launching a 1:1 initiative for the 2020-2021 school year. To facilitate connectivity and address concerns regarding the digital divide, a Chromebook will be provided to every BMS student.

4. Instructional Support

- a. Given the challenges of reopening school after the health-related closure in the spring, a greater need for individualized instructional support is anticipated. Curriculum supervisors will guide teachers to structure this time; this will ensure it is productive and helps address learning gaps. During this time, teachers will meet with individual students and small groups virtually. Teachers will provide feedback and guidance, hold study sessions, and support identified needs.
- b. Teachers and guidance counselors may also use this time to reach out to families to support students who are struggling emotionally, socially, or academically.
- c. Special education students in self-contained programs may receive in-person instruction Tuesday through Friday.



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5. Assessment of Students

- a. Teachers will administer diagnostic assessments in ELA and Math at the beginning of the year and throughout the school year.
- b. Students will receive formative feedback on an ongoing basis.
- c. Summative assessments will be administered; however, these may differ than prior years. To accommodate all students, assessments may need to be administered virtually and in-person.
- d. Curriculum supervisors and building administration will continue to support teachers and students to ensure grades reflect content mastery. Students will receive grades in all courses. Given the impact the health-related school closure has had on public education, BMS teachers are encouraged to approach grading from a flexible perspective.

6. Student Attendance and Accountability

- a. Attendance will be taken in all courses on all school days, whether students are attending class in-person or virtually.
- b. Students will be held accountable for attendance and participation in all courses, regardless of whether they are attending in-person or virtually.



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Bedwell Elementary School Educational Program

- A-K Cohort (Last Names A-K)
- L-Z Cohort (Last Names L-Z)

1. Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
All students receive instruction remotely	A-K Cohort in school	A-K Cohort remote	A-K Cohort in school	A-K Cohort remote
All students receive instruction remotely	L-Z Cohort remote	L-Z Cohort in school	L-Z Cohort remote	L-Z Cohort in school

On Mondays, all students will log in to virtually participate in classes synchronously via videoconferencing at the times indicated.

On Tuesdays through Fridays, students receiving instruction remotely will log in to virtually participate in classes synchronously via videoconferencing at the times indicated.

Sample Bedwell Schedule 2020-2021

8:45 – 9:00 Student Arrival					
	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4
Period 1 9:00 – 9:30	Homeroom/ Morning Meeting	Homeroom/ Morning Meeting	Homeroom/ Morning Meeting	Homeroom/ Morning Meeting	Homeroom/ Morning Meeting
Period 2 9:32 – 10:02	ELA-Reading	ELA-Reading	Science/SS/ Movement Break	Math	Related Arts
Period 3 10:04 – 10:34	ELA-Writing/	ELA-Writing/	Related Arts	Math/ Movement Break	Movement Break/ Math
Period 4 10:36- 11:06	ELA-Word Work/	ELA-Word Work/	Math	Related Arts	Math



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	Movement Break	Movement Break			
Period 5 11:08-11:38	Related Arts	Science/SS	Math	Science/SS	ELA-Reading
Period 6 11:40-12:10	Math	Related Arts	ELA-Word Work/ Movement Break	ELA-Word Work	ELA-Writing
Period 7 12:12-12:42	Math/ Movement Break	Movement Break/ Math	ELA-Reading	ELA-Reading/ Movement Break	ELA-Word Work/ Movement Break
Period 8 12:44-1:14	Science/SS	Math	ELA-Writing	ELA-Writing	Science/SS
Staggered Dismissal Announcements Begin 1:15 Dismissal - 1:20					
Arrival Home/Lunch/Recess - 1:30-2:45					
Time for completion of assignments from direct instruction received during the day, small group instruction, support services - 2:45-3:30					
End of School Day - 3:30					

Bedwell's Pandemic Response Team will work to develop safe snack protocols

Pre-K	Meeting Times
Pre-K AM	9-11:30
Pre-K PM	1-3:30

Bedwell teachers will work their contractual 7 hour and 16 minute schedule and their availability for support work after 1:20 pm will conform to SHEA's collective bargaining agreement.



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2. Curriculum (Coursework/Content)

- a. Students have been enrolled in and will be attending all of the content area instruction for which they would be regularly scheduled. The duration of class meetings has been modified for the instructional options (i.e. hybrid and purely virtual/fully remote) of the 2020-2021 school year. If and when in-person instruction can be expanded, the duration of class meetings will be lengthened.
- b. The scope and sequence of courses may need to be modified based on the health-related school closure last spring. This may be done by teachers, in collaboration with administrators and with their approval.
- c. Curriculum for certain classes (e.g. music, PE) may need to be modified to accommodate limitations and restrictions on indoor activities.
- d. Through our district's long-standing partnership with Teachers College as a project school, English teachers will have access to virtual teaching resources to support both reading and writing instruction.
- e. Students will continue to receive instruction in all Related Arts subjects.

3. Instructional Practices

- a. On Mondays, Bedwell teachers will meet with all students synchronously via videoconferencing software during the assigned class periods.
- b. Tuesday through Friday, Bedwell teachers will instruct the cohort of students in their classroom while students at home participate synchronously via videoconferencing software.
- c. Students who have elected to attend school solely on a virtual basis will participate in all their classes synchronously via videoconferencing software every day.
- d. The Google Education Suite and/or Seesaw will be the primary means of communication with students for synchronous and asynchronous learning.
- e. The district is committed to ensuring all students have access to instruction and is launching a 1:1 initiative for the 2020-2021 school year. To facilitate connectivity and address concerns regarding the digital divide, a Chromebook or iPad will be provided to every Bedwell student.

4. Instructional Support

- a. Given the challenges of reopening school after the health-related closure in the spring, a greater need for individualized instructional support is anticipated. Curriculum supervisors will guide teachers to structure this time; this will ensure it is productive and helps address learning gaps. During this time, classroom teachers, ELL teachers, support



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teachers and special education teachers will meet with individual students and small groups virtually. Teachers will provide feedback and guidance, hold study sessions, and support identified needs.

b. Teachers and guidance counselors may also use this time to reach out to families to support students who are struggling emotionally, socially, or academically.

c. Special education students in self-contained programs will receive in-person instruction Tuesday through Friday. The Preschool program will run a typical in-person day, Tuesday through Friday.

5. Assessment of Students

a. Teachers will administer diagnostic assessments in ELA and Math at the beginning of the year and throughout the school year.

b. Students will receive formative feedback on an ongoing basis, but it may look different in a hybrid model.

c. Assessments may need to be administered virtually in addition to in-person in order to accommodate all students.

d. Students will receive report cards in all marking periods as typical.

6. Student Attendance and Accountability

a. Attendance will be taken on all school days, whether students are attending class in-person or virtually.



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Teaching and Learning

The Somerset Hills School District is committed to providing the highest quality education to all of our students. All of the proposed changes for the 2020-21 school year were made with this goal in mind.

Hybrid/Virtual Model

- In crafting plans for both instructional options, the district was guided by the idea that students need to see as well as hear their teachers and peers. It is also essential to provide opportunities for the teachers to connect with students.
- All students will receive instruction in all content areas, including related arts. Curriculum supervisors will work with teachers to ensure that standards, topics, and course proficiencies will be addressed to the greatest possible extent.
- The school year will begin with one day a week in which all students receive instruction remotely. Why?
 - This provides an opportunity to bring all three student cohorts together (both hybrid cohorts plus the purely virtual/fully remote cohort), promoting consistency, equity, continuity, and a sense of community.
 - This will allow a possibility for students and teachers to see each other and communicate without face coverings.
 - The structure established would support a smooth transition should we need to pivot to purely remote instruction at any point during the year.
- Lessons in September, for all students, will incorporate digital topics such as how to use learning platforms like Seesaw and Google Suite, as well as online etiquette. Resources will also be shared with parents to help familiarize them with these platforms.
- Parent, student, and teacher feedback will be gathered on a regular basis throughout the school year to inform decision-making and future procedures.

Instructional Practices

- Virtual cohorts will join classes through live-streaming of the in-person classroom on a digital platform.
- All daily lessons will open and close with live teacher-driven instruction. There may be points in a lesson during which a teacher stops streaming in order to protect the privacy of students in the room. Pre-recorded videos may be used as resources to support live instruction.



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- Instruction will include both synchronous (in real time, live) and asynchronous (not being delivered in real time, on your own schedule) learning activities. Expectations for daily synchronous interaction will be defined by grade level and/or content area to ensure expectations are developmentally appropriate and consistent.
 - Synchronous activities will include instruction and time for students to engage with their peers. Teachers will develop daily opportunities for real-time interactions with students (live-streaming lessons, video conferencing, office hours, virtual meetings, etc.).
 - Asynchronous learning will include various forms of digital and online learning in which students learn from instruction that is not being delivered in-person or in real time, such as prerecorded video lessons, subject-specific practice utilizing instructional software / digital publisher's platforms, learning games, and other learning tasks that students complete on their own.
- This setup will provide equal access for all students e.g. students who opt for purely virtual/fully remote instruction will access the same instruction as students who opt for hybrid instruction.
- All teachers will have ongoing communication with parents/guardians to relay information regarding content, class expectations, and student progress.

Assessments

- Pre-assessments and other diagnostic tools will be utilized as students return to the school year to identify learning gaps. In response to identified needs, modifications will be made to course expectations, instructional resources and levels of student support.
- In addition, formative assessments will be administered throughout instructional units to guide instruction and differentiation. This will help prioritize curricular needs to maintain an appropriate pace for the year.
- Curriculum supervisors will work with all teachers to facilitate data gathering and analysis.
- It is the expectation that this process of “catching up” will take place over more than one year, and that this work must be individualized to meet the needs of students that had a variety of experiences during the school-related health closure in the spring.



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Professional Development

- Professional development will be provided for all district staff on such topics as best teaching practices in a virtual classroom and the use of technology platforms.
- Teachers will have input regarding the topics for professional development and opportunities to lead professional development for their colleagues.
- Every effort will be made to provide common planning time for teachers to collaborate and establish consistent routines, procedures, and expectations.

Specialized and Support Services

- Schools will continue to ensure that students receive individualized supports that meet the requirements of IEPs, 504 plans, and ELL accommodations.
- Special Education
 - Students in self-contained programs (MD and BD/ACE) will attend 4 days a week and will arrive/dismiss with their building.
 - High School MD-STAR students will also continue vocational training including job sampling to the greatest extent possible.
 - Students in AM or PM preschool will attend their typically scheduled in-person session 4 days a week.
 - Students in the PreSchool Disabled (PSD) class will attend their typically scheduled in-person class 4 days a week.
 - Progress of students will be monitored by teachers and case managers and programs will be revised as necessary.
 - Special Education teachers will meet regularly to ensure that students are receiving their modifications and accommodations.
 - Related Services will be provided in accordance with IEPs and will maximize in-person services whenever possible
 - Paraprofessionals will be utilized in-person and virtually in order to provide additional assistance and schedule sessions to meet individual needs and enhance the learning experience.
 - All special education students will attend related arts and elective courses in order to provide mainstreaming opportunities.
- Students identified as English Language Learners will have their English Language Proficiency assessed at the start of the school year and will receive appropriate supports based on the school schedule and their language level.
 - Student English Language Proficiency levels will be assessed through virtual and in person WIDA assessments and classroom designed assessments. This data will be used to inform appropriate instruction.



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- Community resources will be used to collaborate with families on supporting engagement during synchronous and asynchronous learning.



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Appendix O

Staffing

Appendix O includes district protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in Sections B.4., B.5., and B.6.

- Building principals will support the unique needs of each staff member to the extent practical, referring requests for reasonable accommodations or leave to Central Office administration.
- Roles and responsibilities for all staff members are outlined in the district's board-approved job descriptions. Responsibilities for all staff members may shift as a result of hybrid or virtual instructional requirements. As such, job descriptions may need to be updated to maximize student success and ensure continuity of learning.
- All teaching staff members and administrators will receive district-owned laptops to support their roles regardless of location.
- Building administration will modify duty schedules to include responsibilities for monitoring student movement throughout the buildings to ensure guidelines for face coverings and social distancing are being respected.
- Teaching in a hybrid or purely virtual/fully remote environment will require teaching muscles that may need further support. The 2020-2021 school calendar will be modified to ensure sufficient time for the professional development of teaching staff in advance of instruction. Curriculum supervisors will ensure teachers are not only comfortable navigating technology platforms, but are supported in making instructional choices.
- Administrators will devise mechanisms to ensure the needs of teachers, students, and parents are identified and addressed.
- Administrators will implement processes to help students who are transitioning from one instructional option to another (i.e. moving between hybrid and purely virtual/fully remote, or vice-versa).
- In hiring, candidates may be considered based on certification flexibilities afforded through *New Jersey Department of Education*.
- For the first marking period of the year, building principals may leverage dedicated subs to support unanticipated needs.

The district mentoring program will provide *novice* provisional teachers who hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) with one-to-one mentoring.

The mentor/mentee relationship will continue in the event of a health-related school closure. Mentors will be provided with training in order to best prepare them to support



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educators new to the profession. Per *N.J.A.C. 6A:9C-5.1* novice provisional teachers will receive the equivalent of at least 30 total weeks of mentoring.

Mentoring may take place virtually and may include regular one-to-one contact, mentoring observations, feedback, and the collaborative analysis of student data. As always, mentoring observations will remain confidential and non-evaluative.

Evaluations

- In developing Professional Development Plans (PDPs) for the 2020-2021 school year (SY), the following requirements should still be adhered to:
 - Teachers:
 - One goal can be a continuation of a 2019-20 goal linked to results from individual performance evaluations from SY 2018-19 or derived from SY 2019-20 observations completed prior to building closures.
 - One goal linked to SY 2020-21 district, school, team or individual goals
 - School Leaders:
 - One goal can be a continuation of a 2019-20 goal linked to results from individual performance evaluations from SY 18-19 results or derived from SY 19-20 observations completed prior to building closures.
 - Address SY 20-21 specific individual, school, or school district goals.
- Individual PDPs for educators must be updated annually no later than October 31



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Remote Learning Options for Families

July 20

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[See **POLICY ALERT No. 221**]

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
 - 1. All students are eligible for full-time remote learning.



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Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal **at least 14 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.**

2. The student may only begin full-time remote learning

[Choose one or more of the following:

___at the beginning of the school year.

___at the beginning of a marking period.

___at the beginning of a mid-year semester.

___within __14__ school days after receiving written approval of the Principal or designee.]

3. The written request for the student to receive full-time remote learning shall include:

- a. The student's name, school, and grade;



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Remote Learning Options for Families

- b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.



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Remote Learning Options for Families

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within 7 calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

C. Scope and Expectations of Full-Time Remote Learning

1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
 - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
 - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).



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Remote Learning Options for Families

(1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.

d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. **This request must be submitted at least 14 calendar days before the student is eligible for in-person services.**
2. A student is only eligible to transition from full-time remote learning to in-person services commencing

[Choose one or more of the following:

 at the beginning of the school year.

X at the beginning of a marking period.

 at the beginning of a mid-year semester.

 within school days after receiving written approval of the Principal or designee.]



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3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

[Choose one or more of the following:

one marking period in remote learning before being eligible to transition into the school district's in-person program.

one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.

_____ school days in remote learning before being eligible to transition into the school district's in-person program.]

- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.



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a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.

7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.

a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



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- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
 - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
 - c. Scope and expectations of full-time remote learning in accordance with C. above;
 - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
 - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:
“Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021”

Adopted:



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June 20
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[See POLICY ALERT No. 220]

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

- A. Emergency Family and Medical Leave Expansion Act (EFMLEA)
1. Definitions - For the purposes of the EFMLEA:
 - a. “Eligible employee” means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
 - b. “Employer” means any employer with fewer than five hundred employees.
 - c. “Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.



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- d. “Public Health Emergency” means an emergency with respect to COVID–19 declared by a Federal, State, or local authority.
- e. “Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).
- f. “School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

- a. Leave for Initial Ten Days
 - (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid.
 - (2) Since the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).



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- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.
- (2) The paid leave for an employee shall be calculated based on:
 - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
 - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
- (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.



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(4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:

(a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.

(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

c. Employee Notice to Employer

(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

(a) A request for such leave that is foreseeable shall be submitted to the Superintendent, Business Administrator, or designee prior to commencing the leave.



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- (b) A need for such leave that is not foreseeable shall be submitted to the Superintendent, Business Administrator, or designee within one business day of the first day of the leave being taken by the employee.
- (c) The employee shall provide to the Superintendent, Business Administrator, or designee the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
 - (a) The employee takes leave under the EFMLEA.
 - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:

- i. That affect employment; and



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- ii. Are caused by a public health emergency during the period of leave.

 - (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.

 - (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.
- (2) Contact Period
- (a) The period described under A.2.d. above is the one-year period beginning on the earlier of:
 - i. The date on which the qualifying need related to a public health emergency concludes; or
 - ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.



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B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.

1. Definitions

a. For purposes of the EPSLA and this Policy:

(1) “Employee” means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.

(2) “Employer” means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

(a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:

i. In the case of a private entity or individual, employs fewer than five hundred employees; and

ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.

(b) “Covered employer” also includes:



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- i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and
 - ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
- (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and



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- (b) Is calculated based on the employee's required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:
 - i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.

- (6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:
 - (a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
 - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
 - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.



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Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two-thirds of the amount described in B.1.a.(6) above.

- (7) "Varying Schedule Hours Calculation" means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:
- (a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
 - (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee



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is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.



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- b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - (1) For full-time employees, eighty hours.
 - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- c. Paid sick time under the EPSLA shall not carry over from one year to the next.

4. Employer's Termination of Paid Sick Time

- a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.

5. Prohibition

- a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time



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- (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
- (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.

8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
 - (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.



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9. Enforcement

- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
 - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
- b. Unlawful Termination - An employer who willfully violates B.8. above shall:
 - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.

10. Rules of Construction

- a. Nothing in the EPSLA shall be construed:
 - (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
 - (a) Other Federal, State, or local law;
 - (b) Collective bargaining agreement; or
 - (c) Existing employer policy; or



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- (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the Superintendent, Business Administrator, or designee, who may request documentation from the employee in support of the emergency paid sick leave.
- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of



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the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:

- (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and
- (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act
N.J.S.A. 18A:30-1

Adopted:



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Religion in the Schools
June 20

[See POLICY ALERT Nos. 164 and 220]

2270 RELIGION IN THE SCHOOLS

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

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** ~~in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion:~~ prayer during **non-instructional time**; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time;** ~~religious expression and~~ prayer in classroom assignments; student assemblies and ~~extra-curricular~~ **noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies; ~~devotional exercises and other prayer and/or religion related activities.~~

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to religious expression:** **religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.** The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



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Religion in the Schools

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



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Religion in the Schools

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

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

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – ~~February 7, 2003~~
January 16, 2020

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

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

Adopted:



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~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~

Heat Participation Policy for Student-Athlete Safety

June 20

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[See POLICY ALERT Nos. 190, 217, and 220]

2431.3 PRACTICE AND PRE SEASON HEAT ACCLIMATION FOR
SCHOOL SPONSORED ATHLETICS AND EXTRA CURRICULAR
ACTIVITIES

HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat participation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.

The NJSIAA Policy shall address:

1. The scheduling of practice or games during times of various heat and humidity levels;
2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and
3. The heat and humidity levels at which practice or games will be canceled.

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.



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~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.

The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.

This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.



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~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

[Option

The school district will implement provisions of this Policy as determined by the Superintendent or designee for student-athletes participating in athletic programs other than students in grades nine through twelve to include students in grades 5 through 8.]

N.J.S.A.18A:11-3.10

New Jersey State Interscholastic Athletic Association Heat Participation
Policy and Pre-Season Heat Acclimatization Policy

Adopted:



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[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197,
205, 209, 211, and 220]

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

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

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

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



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Statewide Assessment System

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

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

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

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

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

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education



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shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

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

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

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

Test Administration Procedures and Security Measures

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

Documentation of Student Achievement

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



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

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

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

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLS;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities;
6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education **within sixty days of receipt of information from** ~~as required by~~ the New Jersey Department of Education **pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.



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The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

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

Public Reporting

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

Parental Notification

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

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

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

Adopted:



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5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent(s) ~~or legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

Optional

~~[The Board will provide, at school district expense, the necessary equipment, materials and services for immunizing students against _____.]~~

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 6A:16-2.3

N.J.A.C. 8:57-4.1 et seq.

Adopted:



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R 5320 IMMUNIZATION

A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The No Principal or designee shall not knowingly admit or retain any child student who whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section E.I. of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below A.2. or exempted as provided in section C.B. and D. of this Regulation; and N.J.A.C. 8:57-4.3; and 8:57-4.4.**

B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

12. A student shall be admitted to ~~preschool~~ or school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**



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- a. ~~A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- b. ~~A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another** State or **out-of**-country shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- e. ~~The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or ~~his/her~~ designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**



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CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child student** shall not be required to have any specific immunization(s) **which that** are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~
 - 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



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~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. **Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.**

5. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**

a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**

b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

12. **A child student shall be exempted from mandatory immunization if the child's parent(s) or legal guardian(s) submits to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights." that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.**



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- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
 - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
 - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school**
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



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**EC. Documentations Accepted as Evidence of Immunization
(N.J.A.C. 8:57-4.6)**

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history; provided that the ~~document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - a. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - b. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;** or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



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3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

FD. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)

1. **The school district ~~Each school~~ shall maintain an official State of New Jersey School Immunization Record for every student. This record ~~which~~ shall include the date of each individual immunization and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- 2a. **If ~~When~~ a child withdraws, is promoted, or transfers to another school district, ~~preschool or child care center,~~ the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school district by the original school district or shall be given to the parent(s) ~~or legal guardian(s)~~ upon request, within twenty-four hours of such a request.**
 - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
 - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~



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3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
 4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
 - 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
 - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
 - 6f. Any computer-generated document or list developed **by the school district** to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey **School Immunization Record**.
- G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**
1. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or **designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a)**. ~~other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.~~



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2. **The form for the report will be provided by the New Jersey Department of Health and Senior Services.**
3. **The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.**
4. **A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.**
5. **If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.**

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

13. **The Principal or ~~designee~~ ~~other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the ~~State~~ **New Jersey** Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty-four hours of notification.~~**

IE. Immunization Requirements

1. **The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:**



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday . 1 dose of live Rubella-containing vaccine on or after 1st birthday .	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.



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Immunization

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza



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PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

JF. Emergency Powers of the Commissioner of Health and Senior Services

1. ~~If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If a **an outbreak or** threatened outbreak, ~~or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).



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3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**

43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

Issued:



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Aug 20

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[See POLICY ALERT No. 221]

1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;



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2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;
3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district’s first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).



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All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



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Administering an Opioid Antidote

June 20

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[See POLICY ALERT Nos. 210, 217, and 220]

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades K through twelve.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.



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Administering an Opioid Antidote

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. **Nothing in this Policy shall be interpreted to prohibit the**



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administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;
18A:40-12.26; 18A:40-12.27

N.J.S.A. 24:6J-1 et seq.

Adopted:



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June 2020
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[See POLICY ALERT No. 140, 144, 147, 176, 203, 212, and 220]

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.



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Suspension

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’s educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which

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may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.S.A. 18A:54-20g [vocational districts]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



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Expulsion
June 20
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[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203, 212, and 220]

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or
 - b. 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, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.



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Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school’s intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student’s immediate removal or suspension from the school’s regular education program is required pursuant to: the provisions of the “Zero Tolerance for Guns Act,” (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student’s immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student’s removal from the school’s regular education program.



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Expulsion

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the “Individuals with Disabilities Act,” 20 U.S.C. § 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



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[See POLICY ALERT Nos. 106 and 220]

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H. ~~Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this~~

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~~district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~



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Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted:



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[See POLICY ALERT Nos. 217 and 220]

R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

A. Definitions

1. “Opioid antidote” means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. “Opioid antidote” includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. “Opioid overdose” means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. “School-sponsored function” means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.
 - a. **The requirements of N.J.S.A. 18A:40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.**

B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. **In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician’s standing order must specify, at a minimum, the following:**



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- a. **The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and**
 - b. **The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.**
21. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
- a. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**
32. The school nurse shall be responsible to:
- a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
 - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 - b. Document the administration of an opioid antidote on a student’s health record;
 - c. Monitor the on-site inventory and replacement of the opioid antidote supply; ~~and~~
 - d. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**



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ed. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators**.

43. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

54. The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).

C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.



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3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b **and N.J.S.A. 24:6J-5.**

- a. ~~Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.~~ **Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.**

The training must address overdose prevention information, including but not limited to, the following:

- (1) Information on opioid overdose prevention and recognition;**
- (2) Instruction on how to perform rescue breathing and resuscitation;**
- (3) Information on opioid dosage and instruction on opioid antidote administration;**
- (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and**



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(5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.

b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the “Athletic Training Licensure Act” – N.J.S.A. 45:9-37.35 et seq.

D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.
- a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
- b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.



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- c. School-Sponsored Functions Off School Grounds: Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.
2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).**
32. **The certified school nurse and/or other** A staff member(s) shall **monitor the person who has received an opioid antidote and** keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.
43. An **individual overdose-victim** shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. **A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
54. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.
65. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.

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7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**
- E. **Use of Controlled Dangerous Substances**
1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.
- F. **Limitation of Liability**
1. **Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.**
 2. **Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:**
 - a. **A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses; and**
 - b. **Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.**

Adopted Issued:



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[See POLICY ALERT Nos. 176, 203, 212, and 220]

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and



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- (4) The informal hearing and the notice given may take place at the same time.
- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.



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2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
 3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.
- B. Long-Term Suspensions
1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:



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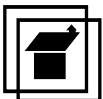
- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
 - g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
 - h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
 - i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.



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- (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



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- (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and



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- (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.



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- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event, there will be a full Board of Education hearing.
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
 - a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:



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- a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. 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, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. 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 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.



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- c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
 - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**
2. **The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:**
 - a. **The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);**
 - b. **N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;**
 - c. **N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or**



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- d. **In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.**
3. **In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.**
4. **The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.**

Adopted:



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[See POLICY ALERT Nos. 106 and 220]

R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birthdate;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Income tax forms;
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;



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- m. Completed evaluations;
 - n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.
- B. Custodian of Personnel Records
1. The Superintendent is custodian of all personnel records.
 2. Personnel records shall be maintained in the office of the Superintendent, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
1. Each employee shall be informed of the content of his/her personnel file.
 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.



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- b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
- c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

- 1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
- 2. Written request for access shall be submitted to the Superintendent or designee. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
- 3. The employee shall review the record in the presence of the Superintendent or designee and, at the employee's request, a representative of the employee.
- 4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
- 5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

- 1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.



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2. An appeal must be made in writing on a form available in the office of the Superintendent.
 3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
 4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
 2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- ~~G. Computerized Records~~
- ~~1. Computerized personnel records may include only the following information about an employee:~~
 - ~~a. Name, address, and telephone number;~~
 - ~~b. Social security number;~~
 - ~~e. Current assignment;~~



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- d. ~~Work experience;~~
 - e. ~~Employment date; and~~
 - f. ~~Salary guide and step.~~
2. ~~Computerized information may be used only for the following purposes:~~
- a. ~~Payroll;~~
 - b. ~~An employee's individual employment record; and~~
 - e. ~~Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the _____, provided that such studies, reports, or surveys do not identify specific employees.~~

G. Public Access to Employee Records and Information

1. **A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
 - a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;**



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- b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and**
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.**
- 3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.**

~~Issued~~Adopted:

