

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
AUGUST 21, 2023

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

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

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

ACCESS AGENDA & EXHIBITS
ONLINE:



I. MEETING CALLED TO ORDER

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

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

Roxbury Register - Newspaper	Municipal Clerk
Daily Record - Newspaper	Roxbury Public Library
Star Ledger - Newspaper	
Roxbury Website – https://www.roxbury.org/domain/83	

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

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on August 21, 2023, regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

August 21, 2023

- V. PUBLIC SESSION
- VI. PLEDGE OF ALLEGIANCE
- VII. CORRESPONDENCE
- VIII. STUDENT REPRESENTATIVE'S COMMENTS
- IX. BOARD PRESIDENT'S COMMENTS
- X. SUPERINTENDENT'S REPORT
- XI. BUSINESS ADMINISTRATOR'S REPORT
- XII. MINUTES
 - 1. Minutes of the Regular Meeting of July 17, 2023.
 - 2. Minutes of the Executive Session of July 17, 2023.

XIII. COMMITTEE REPORTS

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

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

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

XV. ACTION ITEMS

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

A. Finances (Resolutions 1-33)

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the July 2023 bills list totaling \$3,865,214.84 as presented.

TRAVEL REQUESTS

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

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	Mawn, Matthew	Fifth Annual NGSS/NJSLS Science Workshop for Administrators	4	Branchburg, NJ	9/13/23	\$0	\$16.54
2.	Mann, Monica	NACAC Annual Conference	4	Baltimore, MD	9/20-9/23/23	\$475.00	\$661.02
3.	Kolbusch, Kathy	NJASBO - School Security	4	Whippany, NJ	9/21/2023	\$125.00	\$138.63
4.	Mondanaro, Joseph	NJASBO - School Security	4	Whippany, NJ	9/21/2023	\$125.00	\$138.63
5.	Bellardino, Alyssa	IXL Live for Administrators	4	Bridgewater, NJ	10/4/23	\$105.00	\$128.50
6.	Fiscina, Jeffrey	IXL Live for Administrators	4	Bridgewater, NJ	10/4/23	\$105.00	\$127.00
7.	Schmidt, Eric	IXL Live for Administrators	4	Bridgewater, NJ	10/4/23	\$105.00	\$125.49
8.	Seipp, Charles	IXL Live for Administrators	4	Bridgewater, NJ	10/4/23	\$105.00	\$127.28
9.	Cosgrove, Melissa	2023 NJPSA/FEA/NJASCD Fall Conference - Making Excellence Happen	4	Atlantic City, NJ	10/12-10/13/23	\$375.00	\$506.13
10.	Fiscina, Jeffrey	2023 NJPSA/FEA/NJASCD Fall Conference - Making Excellence Happen	4	Atlantic City, NJ	10/12-10/13/23	\$375.00	\$508.48
11.	Kolbusch, Kathy	NJASBO - Policy Review and Update	4	Whippany, NJ	10/17/23	\$125.00	\$138.63
12.	Mondanaro, Joseph	NJASBO - Policy Review and Update	4	Whippany, NJ	10/17/23	\$125.00	\$138.63
13.	Kolbusch, Kathy	NJASBO - Food services	4	Whippany, NJ	11/14/23	\$125.00	\$138.63
14.	Mondanaro, Joseph	NJASBO - Food services	4	Whippany, NJ	11/14/23	\$125.00	\$138.63
15.	Kolbusch, Kathy	NJASBO - Pension Update	4	Whippany, NJ	12/12/23	\$125.00	\$138.63
16.	Mondanaro, Joseph	NJASBO - Pension Update	4	Whippany, NJ	12/12/23	\$125.00	\$138.63
17.	Renzetti, Sandra	NJASBO - Pension Update	4	Whippany, NJ	12/12/23	\$125.00	\$138.63
18.	Kolbusch, Kathy	NJASBO - Preschool Overview	4	Whippany, NJ	1/16/24	\$125.00	\$138.63
19.	Mondanaro, Joseph	NJASBO - Preschool Overview	4	Whippany, NJ	1/16/24	\$125.00	\$138.63
20.	Seipp, Charles	AASA National Conference on Education 2024	4	San Diego, CA	2/14-2/17/24	\$905.00	\$2,708.29

21.	Kolbusch, Kathy	NJASBO - Facilities Update	4	Whippany, NJ	2/15/24	\$125.00	\$138.63
22.	Mondanaro, Joseph	NJASBO - Facilities Update	4	Whippany, NJ	2/15/24	\$125.00	\$138.63
23.	Kolbusch, Kathy	NJASBO - Purchasing	4	Whippany, NJ	3/21/24	\$125.00	\$138.63
24.	Mondanaro, Joseph	NJASBO - Purchasing	4	Whippany, NJ	3/21/24	\$125.00	\$138.63
25.	Kolbusch, Kathy	NJASBO - Audit Review	4	Whippany, NJ	4/11/24	\$125.00	\$138.63
26.	Mondanaro, Joseph	NJASBO - Audit Review	4	Whippany, NJ	4/11/24	\$125.00	\$138.63
27.	Renzetti, Sandra	NJASBO - Payroll Administrators	4	Whippany, NJ	5/21/24	\$125.00	\$138.63
28.	Jaeger, Kathryn	2023 Manhattan College Advanced Placement Summer Institute: ED642 Computer Sci Principles	2	Online	8/7-8/11/23	\$900.00	\$900.00
29.	Ferrare, Lisa	Human Resource Professionals: Focused Discussions on Critical Yearly Decisions	4	Online	8/17/23, 10/11/23, 1/16/24, 3/12/24	\$500.00	\$500.00
30.	Arcieri, Brianna	NJPSA/FEA Anti-Bullying Specialist (ABS)	4	Online	Online	\$500.00	\$500.00
31.	Mann, Monica	NJPSA/FEA Anti-Bullying Specialist (ABS)	4	Online	Online	\$500.00	\$500.00
32.	Brown, Karisa	Fundamentals of Coaching NFHS Core Course	4	Online	Online	\$75.00	\$75.00
33.	Koch, Joseph	Develop the Resilient Runner	4	Online	Online	\$99.00	\$99.00
1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.							

- *3. RESOLVED, that the Roxbury Township Board of Education approve the following list of teachers to complete the virtual training *Public Foundations Level 3 Virtual Launch Workshop* at a cost of \$320 per participant to be paid from Title IIA grant funds and not to exceed a total cost of \$4,160:

	Teachers' Names
1	Stacey Carroll
2	Jennifer Dranoff
3	Sean Drury
4	Cara Erdreich #
5	Maria Gallagher
6	Stephanie Gonzalez Douglas
7	Sarah Goodyear
8	Theresa McNemar
9	Kristin Meiser
10	Victoria Miller
11	Dawn Riggins #
12	Stephanie Rohde
13	Meghan Storm
	# Substitute coverage needed

APPROVAL OF SETTLEMENT AGREEMENT

4. RESOLVED, upon the recommendation of the Superintendent of Schools and the Board Attorney, that the Settlement Agreement and Release in the matter of OAL DKT. NO: EDS 10796-22 Agency REF. NO.: 2023-35088 be approved.

CONTRACTS

- *5. RESOLVED, that the Roxbury Township Board of Education approve a contract with Sage Thrive Alliance Group with offices located at 601 Jefferson Road, Suite B204, Parsippany, NJ to provide school-based counseling and related counseling services to Roxbury Township School District Special Education students for the 2023/2024 School Year effective September 1, 2023, through June 30, 2024. Thrive Alliance Group will provide one full-time Clinical Supervisor/Therapist (37.5 hours per week) and three full-time Therapists (37.5 hours per week per counselor). The total amount is not to exceed \$531,480.00.
- *6. RESOLVED, that the Roxbury Township Board of Education approve a contract with Sage Thrive Alliance Group with offices located at 601 Jefferson Road, Suite B204, Parsippany, NJ to provide school-based counseling and related counseling services to Roxbury Township School District General Education students for the 2023/2024 School Year, effective September 1, 2023, through June 30, 2024. Thrive Alliance Group will provide one part-time Therapist (up to 15 hours per week). The total amount is not to exceed \$56,650.00.
- *7. RESOLVED, that the Roxbury Township Board of Education approve a contract with Integrated Translation Services, 90 East Halsey Road, Suite 346, Parsippany, NJ to provide foreign language translation services. This agreement will now include Special Services and be in effect from July 1, 2023, through June 30, 2024. The total amount is not to exceed \$10,000.00.

AND BE FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution #10 originally approved on July 17, 2023.

- *8. RESOLVED, that the Roxbury Township Board of Education approve the purchase of four consecutive days of onsite professional development and support (with continuous remote virtual follow-up coaching and support at no charge) from Maverick Education, LLC, 8888 East Surrey Avenue, Scottsdale, AZ. This agreement shall be in effect from July 1, 2023, through June 30, 2024, and is not to exceed \$18,000.00 (\$4,500.00/day) and funded through ARP ESSER.

APPROVAL OF PURCHASES

- *9. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring for Boy's Locker Room at the Roxbury High School from Hannon Floor Covering Corp., 1119 Springfield Road, Union, NJ through ESCNJ #19/20-05 in the amount of \$8,238.00.
- *10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of flooring materials and installation at Roxbury High School Art Room from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$15,787.52. The pricing is through the NJ State Coop #65MCECCPS and ESCNJ #19/20 - 05.

- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of custodial supplies for the district from American Paper Towel Co., 10 Industrial Road, Carlstadt, NJ through Ed Data Bid #10133/quote #Q0063820 in the amount of \$17,777.14.
- *12. RESOLVED, that the Roxbury Township Board of Education approve the purchase from Amy Rubin of MindfulSELFF, 53 Alcrest Ave., Budd Lake, NJ of Mindfulness Consulting services for the 2023-2024 School Year as per MindfulSELFF Quote #1-3070 in the total amount of \$34,725.00. The \$29,175.00 is funded through Title II and \$5,550.00 is funded through ARP ESSER Mental Health Support for Staff.

AND BE FURTHER RESOLVED, that this resolution supersedes and amends Finance Resolution #26 originally approved on July 17, 2023.

- *13. RESOLVED, that the Roxbury Township Board of Education approve the purchase of unlimited tutoring services from TPR Education (Tutor.com), 110 E. 42nd Street, New York, NY, in the amount not to exceed \$101,065.50 effective July 1, 2023, through June 30, 2024. The \$40,000.00 is funded through ARP ESSER Summer Based Enrichment, the \$40,000.00 is funded through ARP Evidence-Based Comprehensive Beyond The School Day, and \$21,065.50 is funded through ARP ESSER.
- *14. RESOLVED, that the Roxbury Township Board of Education approve the Renewal of Software License Agreement with SYSTEMS 3000 Inc., 615 Hope Rd., Eatontown, NJ in the amount of \$38,556.00 as per SYSTEMS 3000 Inc. contract #306S-M3-B0049 effective July 1, 2023, through June 30, 2024.

APPROVAL OF BUS ROUTES FOR THE 2023/2024 SCHOOL YEAR

- *15. RESOLVED, that the Roxbury Township Board of Education approve the “Route Summary Report” for the transportation of students for the 2023/2024 school year.

ACCEPTANCE OF GRANT FUNDS - IDEA

- *16. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2024 Individuals with Disabilities Education Act (IDEA) Basic and Preschool Grant Awards as shown below for the project period July 1, 2023, to September 30, 2024.

Basic Grant (Ages 3-21)	\$919,721
Basic Grant Nonpublic Share	\$58,768
Preschool Grant (Ages 3-5)	\$44,613

APPROVAL OF SUBMISSION OF GRANT APPLICATION - IDEA

- *17. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2023-2024 Individuals with Disabilities Education Act (IDEA) Consolidated Grant Original Application for the project period of July 1, 2023, to September 30, 2024.

ACCEPTANCE OF GRANT FUNDS - ESEA

- *18. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY 2024 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant funds as shown below for the project period of July 1, 2023, to September 30, 2024.

Title I-A	\$288,859
Title II-A	\$56,232
Title III	\$19,391
Title IV Part A	\$11,909

APPROVAL OF SUBMISSION OF GRANT APPLICATION - ESEA

- *19. RESOLVED, that the Roxbury Township Board of Education approve the submission of the 2023-2024 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant Original Application for the project period of July 1, 2023, to September 30, 2024.

JOINT TRANSPORTATION AGREEMENT

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

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
09/1/2023	06/30/2024	4360 (Roxbury)	Various	\$90.00 per hour, per bus for Field Trips and Athletics	\$90.00 per hour per bus

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

2023-2024 Joint Transportation Agreement School Related Activities					
Start Date	End Date	Host District's Identification Number	Destination	Basis of the Agreement Per Bus	Per Bus Cost
09/1/2023	06/30/2024	4330 (Randolph)	Various	\$25.00 per hour, per bus for Field Trips and Athletics	\$25.00 per hour per bus

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

2023-2024 Joint Transportation Agreement School Related Activities				
Start Date	End Date	Host District's Route Number	Destination	Joiner Cost
08/30/2023	06/30/2024	EMS07	EMS - Special Education (JW) \$55 per	\$9,900.00

			diem for 180 days	
08/30/2023	06/30/2024	EMS07	EMS - Choice Student (RM) \$1165.00 for school year transportation	\$1,165.00
08/30/2023	06/30/2024	RHS23	RHS - Special education (MA & AS) \$55.00 per diem per student for 180 days	\$19,800.00
			4% Administrative Fee	\$1,234.60
		Joiner District To	and From Total Route Cost	\$32,099.60

APPROVAL OF SERVICE PROVIDER

*23. RESOLVED, that the Roxbury Township Board of Education approve School Nurse Training to be provided by instructor Dale Cropley to the nursing staff for the 2023/2024 school year. Total cost not to exceed \$2,250.00 (\$45/hour with a maximum of 50 hours).

ACCEPTANCE OF DONATION

*24. RESOLVED, that the Roxbury Township Board of Education approve the donation from Staples The Office Superstore, LLC, 281 Route 10 E, Succasunna, NJ of 458 School Supply Kits valued at \$5.00 each. This donation is valued at \$2,290.00.

APPROVAL OF CHANGE IN USE OF EDUCATIONAL SPACE

25. RESOLVED, that the Roxbury Township Board of Education approve the Application for Change of Use of Educational Space for the 2023-2024 school year at the Eisenhower Middle School whereby the Computer Lab/Multi-Purpose (Lab of Inquiry) space will be changed for use as four separate instructional and office spaces (SUMMIT Classroom, SAGE Office, Conference Room/Group Therapy Room, Common Area/Gathering Space) listed in Exhibit F-1.

INVESTMENT OF FUNDS

26. BE IT RESOLVED by the Roxbury Township Board of Education:

- 1) The Roxbury Township Board of Education hereby finds and determines that (a) Mr. Mondanaro has received and reviewed (i) the information Statement dated as of January 3, 2005 describing the New Jersey Asset & Rebate Management Program ("NJ/ARM") and (ii) the Amended and Restated Interlocal Services Investment Agreement governing the NJ/ARM Program ("Program Agreement") and (b) Mr. Mondanaro has been afforded the opportunity to discuss NJ/ARM with the Investment Administrator and Special Counsel to NJ/ARM and the Roxbury Township Board of Education has determined that it is in the best interests of the Roxbury Township Board of Education to authorize to participate in NJ/ARM.
- 2) The Program Agreement is hereby approved and Mr. Mondanaro is authorized to execute the Program Agreement on behalf of the Roxbury Township Board of Education.
- 3) U.S. Bank, N.A., as Custodian for the NJ/ARM Program, is hereby approved to act as a depository of Public Funds for the Roxbury Township Board of Education.

- 4) The Roxbury Township Board of Education acknowledges that its decision to authorize the participation in NJ/ARM is based solely on the information set forth in the Information Statement and in the Program Agreement.

AND BE IT FURTHER RESOLVED, this resolution shall take effect immediately upon its adoption.

APPOINTMENTS - EXTRACURRICULAR

- *27. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the positions indicated.

23/24 Club Appts						
	POS LOC	POS TYPE	POSITION	ASSIGNMENT	NAME	22/23 TOTAL Stipend [^]
1	RHS	CLUB/ MBAND	Marching Band	Technician No. 2	Denburg, Andrew	\$3,175
2	RHS	CLUB/ MBAND	Marching Band	Technician No. 3	Raquet, Ryan	\$1,999
[^] Stipend pending completion of REA negotiations.						

HOME INSTRUCTION

- *28. RESOLVED, that the following individuals who hold appropriate NJ teaching certifications be approved to provide home instruction on an as needed basis.

	Name	Start Date	End Date	Hourly Rate
1	Harrington, Geraldine	8/30/23 ^	6/30/24	\$35.00
^ Employment start date is pending completion of documentation in accordance with the law or district policy.				

QUALITY SINGLE ACCOUNTABILITY CONTINUUM (QSAC)

- *29. RESOLVED, that the Roxbury Township Board of Education accept the placement results of the Quality Single Accountability Continuum (QSAC) for the 2022/2023 school year.

NJQSAC Areas	Initial Placement (July 2023)
Instruction & Program	83%
Fiscal Management	96%
Governance	100%
Operations	95%
Personnel	100%

CALENDAR OF MEETINGS

*30. RESOLVED, that the Roxbury Township Board of Education approve the dates and locations for the Roxbury Township Board of Education meetings as listed below. Meetings will be held at Lincoln-Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ; or Roxbury High School, 1 Bryant Drive, Succasunna, NJ. Executive Sessions will commence at 6:30 p.m., and Public Sessions will commence at 7:30 p.m., unless otherwise notified. Formal action may be taken.

Meeting Date	Type	Location
January 4, 2024 #	Reorganization	Lincoln-Roosevelt Auditorium
January 22, 2024	Regular	Lincoln-Roosevelt Auditorium
February 12, 2024	Regular	Lincoln-Roosevelt Auditorium
March 4, 2024	Regular	Lincoln-Roosevelt Auditorium
March 25, 2024	Regular	Lincoln-Roosevelt Auditorium
April 15, 2024	Regular	Lincoln-Roosevelt Auditorium
April 29, 2024	Regular	Lincoln-Roosevelt Auditorium
May 13, 2024	Regular	Roxbury High School Auditorium
June 3, 2024	Regular	Lincoln-Roosevelt Auditorium
June 24, 2024	Regular	Lincoln-Roosevelt Auditorium
July 22, 2024	Regular	Lincoln-Roosevelt Auditorium
July 24, 2024 ###	Board Retreat	Lincoln-Roosevelt Auditorium
August 19, 2024	Regular	Lincoln-Roosevelt Auditorium
September 16, 2024	Regular	Lincoln-Roosevelt Auditorium
October 14, 2024	Regular	Lincoln-Roosevelt Auditorium
November 18, 2024	Regular	Lincoln-Roosevelt Auditorium
December 9, 2024	Regular	Lincoln-Roosevelt Auditorium
# January 4, 2024 Reorganization meeting will commence at 7:00 p.m. ## July 24, 2024 Board Retreat will commence at 6:00 p.m.		

BE IT FURTHER RESOLVED, that the public places for postings of meeting notices for the Roxbury Township Board of Education for the ensuing year shall be: Roxbury Township Board of Education Website, Roxbury Township Municipal Office, Roxbury Township Public Library, and each school in the district.

APPROVAL OF DISPOSAL OF PROPERTY

31. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the items listed in Exhibit F-2 at Kennedy Elementary School. These items have been identified as obsolete, broken, and/or no longer functioning, if unsellable, items will be discarded.

- *32. RESOLVED, that the Roxbury Township Board of Education approve the disposal of the technology equipment listed in Exhibit F-3. These items have been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

APPROVAL OF DISPOSAL OF PROPERTY

- *33. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the vehicles listed below. Identified vehicles will be discarded, and sold, as appropriate.

	Bus#	VIN#
1	Bus #27	#1BABGCKAX7F245885
2	Bus #31	#1BABHCKA37F246020
3	Band Bus	#1T88P4E2X71278777
4	Truck	#2GDHG31K0M4512474

B. Reorganization (Resolutions 1-2)

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

APPOINTMENT - HARASSMENT, INTIMIDATION & BULLYING (HIB) COORDINATOR

- *1. RESOLVED, that the Roxbury Township Board of Education appoint the Assistant Superintendent as the Harassment, Intimidation & Bullying (HIB) Coordinator for the Roxbury School District for the 2023/2024 school year effective July 1, 2023 through August 29, 2023. This resolution amends and supersedes Resolution XII.A.33 approved January 5, 2023.
- *2. RESOLVED, that the Roxbury Township Board of Education appoint the Director of Guidance as the Harassment, Intimidation & Bullying (HIB) Coordinator for the Roxbury School District for the 2023/2024 school year effective August 30, 2023 through June 30, 2024.

C. Education (Resolutions 1-11)

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

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2023/2024 school year, beginning July 15, 2023 and ending August 18, 2023.

ANTI-BULLYING

- *2. WHEREAS, The State of New Jersey Senate and General Assembly has adopted legislation under P.L.2002, c.83 (C.18A:37-13 et seq.) and as amended under P.L. 2022, collectively known as the "Anti-Bullying Bill of Rights Act". And,

WHEREAS, C.18A:37-13.1 Findings, declarations relative to school bullying includes the following statement:

- “2. The Legislature finds and declares that:
 - a. A 2009 study by the United States Departments of Justice and Education, “Indicators of School Crime and Safety,” reported that 32% of students aged 12 through 18 were bullied in the previous school year. The study reported that 25% of the responding public schools indicated that bullying was a daily or weekly problem.” And,

WHEREAS, the explicit requirement to have HIB offenses noted in student records was added in early 2022. And,

WHEREAS, under 2018 PL 19/179 the State of New Jersey established an Anti-Bullying Task Force to examine and make recommendations regarding implementation, including any unintended consequences, of the "Anti-Bullying Bill of Rights Act." And,

WHEREAS, good practice in education is to allow for differentiated instruction based on the age, needs and other characteristics and conditions of the individual student. And,

WHEREAS, younger students, specifically those of age 10 years or less and in grade 4 or lower grades, often lack the experience and social awareness necessary to understand the potential impact of their actions and may not be aware that such actions are classified as HIB under the law. As an example, a word or phrase that the student does not have familiarity with may be deemed offensive when used in reference to an individual identified as having distinguishing characteristics under the Anti-Bullying Bill of Rights Act. And,

WHEREAS, The Anti-Bullying Bill of Rights Act does not presently contain provision for consideration of the age, experience, individual circumstances, social awareness or intent of the offender in the determination as to whether an incident is “founded” or “unfounded.” The criteria is based on the reasonable understanding of the common person but gives no consideration to the understanding of the specific offending student. And,

WHEREAS, The Anti-Bullying Bill of Rights Act contains no provision for removal of a notation of a founded HIB incident in a student’s record throughout their elementary and secondary education, even if such incident occurred when the student was less than 10 years old and has no pattern of further offenses.

NOW THEREFORE BE IT RESOLVED by the Township of Roxbury Board of Education that the Board believes that The Anti Bullying Bill of Rights Act should be amended to:

- 1) Allow for differentiated application of the basis for finding an incident to be “founded” with respect to students of age 10 years or less and in grade 4 or lower grades.

- 2) Allow for consideration of the age, experience, individual circumstances, social awareness and intent of younger students in the above age and grade categories.
- 3) Allow for expungement of founded HIB incidents from the student record of the above younger students at the conclusion of grade 4 except in the case of repeated incidents (3 or more) or as otherwise deemed appropriate by the school administration to retain the records.

AND BE IT FURTHER RESOLVED that the Roxbury Board of Education requests the Anti-Bullying Task Force to consider the above suggestions and to further consider the negative impact that HIB labeling can have on younger students who may not be fully aware of the implications of their words and actions.

AND BE IT FURTHER RESOLVED that copies of this resolution be sent to the Governor and members of the Legislature of the State of New Jersey, to the Anti-Bullying Task Force, to the Acting Commissioner of the Department of Education and to the New Jersey School Boards Association.

FIELD TRIPS / COMPETITIONS

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

Organized by "School":

	<i>School</i>	<i>Group</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Estimated # of Students</i>	<i>Faculty Sponsor</i>
1	EMS	VISTA	Roxbury Shopping Center (ShopRite; Joann, Home Depot, Dollar Store; etc.)	Succasunna, NJ	12	T.Martino
* 2	RHS	SUCCESS	Roxbury Shopping Center (ShopRite; Joann, Home Depot, Dollar Store; etc.)	Succasunna, NJ	13	C.Wenarsky
* 3	RHS	VISTA	BJ's Wholesale Club	Ledgewood, NJ	8	K.Gangemi
* 4	RHS	VISTA	Clean Water Cafe	Parsippany, NJ	8	K.Gangemi
* 5	RHS	VISTA	Roxbury Diner	Succasunna, NJ	7	K.Gangemi
* 6	RHS	VISTA	Roxbury Shopping Center (ShopRite; Joann, Home Depot, Dollar Store; etc.)	Succasunna, NJ	6-8	K.Gangemi

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

	<i>School</i>	<i>Group</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Estimated # of Students</i>	<i>Faculty Sponsor</i>
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1	JES, NES	PSD	Tranquility Farms	Andover, NJ	48 max	T.Ehrich; R.Hutsebaut; S.O'Malley; P.Klein
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HOST SITE ACADEMY PARTNERSHIP AGREEMENT

- *5. RESOLVED, that the Roxbury Township Board of Education approve the Host Site Academy Partnership Agreement as presented between the Roxbury Township Board of Education and the Morris County Vocational School District Board of Education for the Sports Medicine Academy for the period of July 1, 2023, through June 30, 2027.

MORRIS COUNTY VOCATIONAL SCHOOL - TUITION AGREEMENT

- *6. RESOLVED, that the Roxbury Township Board of Education approve the Tuition Contract Agreement with the Morris County Vocational School District Board of Education, 400 East Main Street Denville, NJ. The Morris County Vocational School District will provide educational services in accordance with the applicable New Jersey Statutes and the rules and regulations of the State Board of Education for Roxbury students. This agreement shall be in effect for the 2023/2024 school year. The education services shall commence on September 5, 2023, and terminate on June 17, 2024. Tuition charges shall be as follows:

	<i>Regular Education</i>	<i>Special Education</i>
Full-time Student	\$9,647	\$14,853
Part-time Student	\$4,770	\$7,427

OUT-OF-DISTRICT PLACEMENT/SERVICES - 2023/2024

- *7. RESOLVED, that the Roxbury Township Board of Education approve the 2023/2024 Extended School Year and 2023/2024 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
208779	Jardine Academy-CP League	\$87,979.50	7/6/23-6/13/24
206907	West Morris Regional School District	\$22,857.00	8/23/23-6/6/24
209075	NJ Commission of the Blind and Visually Impaired	\$5,250.00	9/1/23-6/30/24
202781	Educational Services of Morris County	\$117,900.00	9/1/23-6/30/24
108439	Educational Services of Morris County	\$85,140.00	9/1/23-6/30/24
209893	Educational Services of Morris County	\$117,900.00	9/1/23-6/30/24
108684	Educational Services of Morris County	\$85,140.00	9/1/23-6/30/24
208788	Educational Services of Morris County	\$85,140.00	9/1/23-6/30/24
207866	Terranova Group, Inc dba Chapel Hill Academy	\$74,160.00	9/5/23-6/18/24
206257	Sussex Vocational Board of Education	\$11,795.00	9/1/23-6/30/24
208153	Cornerstone Day School	\$87,665.18	9/6/23-6/28/24

SUMMER PROFESSIONAL LEARNING

- *8. RESOLVED, that the Roxbury Township Board of Education approve up to one hundred (100) teachers to attend professional development and curriculum articulation sessions

between July 1, 2023 and August 25, 2023. Each participant will be paid \$100 per day and instructors will be paid \$37 per hour. The total cost will not exceed \$25,000.

DISTRICT MENTORING PLAN

- *9. RESOLVED, that the Roxbury Township Board of Education approve the submission of its District Mentoring Plan Statement of Assurance for the 2023/2024 school year to the NJ Department of Education.

APPROVAL OF SENIOR OPTION PROJECTS - RHS

- *10. RESOLVED, that the Roxbury Township Board of Education accepts the Senior Option Projects for the classes at Roxbury High School listed below to be completed in the 2023/2024 school year.

Student	Research Focus	Credits
205977	Rox THON Social Media Ambassador	5
205845	Mixed Media	5

ADOPTION OF TEXTBOOKS

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

	Course	School	Grades	Textbook Title	Author	Publisher	Copyright
a	AP Comparative Governments and Politics	RHS	10-12	Comparative Government: Stories of the World for the AP® Course	Karen Waple	Bedford Freeman and Worth	2023

D. Policies (Resolution 1-2)

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

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

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Policy 5512 Revised	Harassment, Intimidation, and Bullying (M)	P1

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

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Regulation 5530 Revised	Substance Abuse (M)	P2

b	Regulation 5450 Revised	Interscholastic Awards	P3
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E. Personnel (Resolutions 1-23)

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

(NOTE: Approval of these resolutions authorizes the Superintendent to submit to the County Superintendent applications for emergent hiring and the candidate's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those candidates listed below. All appointments are pending verification of employment history pursuant to New Jersey P.L. 2018, c. 5 (N.J.S.A. 18A:6-7.6, et. seq.); contingent upon receipt of proper certification; and all salary placements are pending receipt of college transcripts verifying degree status.)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

	Name	Loc	Position	Action	Final day of employment	Discussion
1	Appelgren, Melissa	FES	Special Education Paraprofessional	Resignation for personal reasons	6/30/23	
2	Bautz, Kelsey	FES	Leave-repl School Counselor	Rescind appt	--	Initially aprvd 6/26/23, XV.D.4.2.
3	Bhullar, Samreet	JES	Special Education Paraprofessional	Resignation for personal reasons	6/30/23	Completed ESY Paraprof assignment on 8/3/23
4	Billeci, Jennifer	EMS	Special Education Teacher	Resignation for personal reasons	10/16/23 #	# Or sooner pending hire of a suitable replacement
5	Brown, Waheebah	EMS	Special Education Paraprofessional	Resignation for personal reasons	6/30/23	Completed ESY Paraprof assignment on 8/3/23
*	Burkat, Walter	RHS, EMS	French Teacher	Resignation for personal reasons	6/30/23	
*	Burkat, Walter	RHS	2023/2024 French Club Co-Advisor	Rescind appt	--	Initially aprvd 6/26/23, XV.D.8.3, Exhibit HR 1.3, Row No. 58.
8	Mongak, Kimberly	EMS	Special Education Paraprofessional	Resignation for personal reasons	6/30/23	Completed ESY Paraprof assignment on 8/3/23
9	Swanson, Erik	NES	School Counselor & ABS	Resignation for personal reasons	10/6/23	
10	Warren, Allison	EMS	Special Education Teacher	Resignation for personal reasons	6/30/23	

LEAVES OF ABSENCE

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

	Name	Loc	Position	Leave Start Date	Paid Leave	Unpaid FMLA/NJFLA ^	Return Date	Discussion
1	Kelly, Erika	DIST	Supervisor of Applied Sciences &	8/7/23	Using avail sick, personal, then 3 vacation days &	FMLA/NJFLA	12/27/23	Amends Paid Leave aprvd 4/24/23, XVI.

			Mathematics Gr. PK - 6		all floating holidays			D.3.1
^ Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.								

REASSIGNMENTS / TRANSFERS (CERTIFICATED STAFF)

3. RESOLVED, that the staff listed below be transferred to a new location and/or assignment for the 2023/2024 school year as indicated:

	Name	Former Assignment & Loc.		New Assignment & Loc.		Effective Date	Discussion
1	Aguero, Brittany	Special Education Teacher (TIDES) TCH.SPE.AUT.NA.05	NES	Special Education Teacher (LLD) TCH.SPE.LLD.NA.02	NES	9/1/23 #	BA's 23/24 position replaces TCH.SPE.AUT.NA.05
2	Barbato, Shelby	SLS TCH.DS.SLS.NA.01	FES	SLS TCH.DS.SLS.NA.01	FES, JES	9/1/23 #	
* 3	Critelli, Paul	Special Education Teacher (SUMMIT) TCH.SPE.SMT.BD.04	EMS	Special Education Teacher (SUMMIT) TCH.SPE.SMT.BD.04	RHS	9/1/23 #	
4	Deeb, Lorey	Special Education Teacher (RC) TCH.SPE.RES.NA.15	KES	Special Education Teacher (RC) TCH.SPE.RES.NA.15	NES	9/1/23 #	
5	Engle, Rick	Special Education Teacher (RC) TCH.SPE.RES.NA.35	EMS	Special Education Teacher (RC & SUMMIT) TCH.SPE.RES.NA.35	EMS	9/1/23 #	RE's 23/24 position replaces TCH.SPE.SMT.BD.03.
6	Krumenaker, Terry	Special Education Teacher (RC) TCH.SPE.RES.NA.05	EMS	Special Education Teacher (RC) TCH.SPE.RES.NA.05	LRS	9/1/23 #	
7	McNemar, Theresa	Gr. 4 Teacher TCH.NIX.GR4.NA.01	NES	ISL Teacher TCH.LR.BSI.NA.02	LRS	10/27/23 or sooner	Replacement in position
8	Midilli, Tara	Special Education Teacher (RC) TCH.SPE.RES.NA.38	LRS	Special Education Teacher (RC) TCH.SPE.RES.NA.38	FES, LRS	9/1/23 #	
9	Mosher, Katerhine	LDT-C SPS.DS.LDT.NA.01	FES	LDT-C SPS.DS.LDT.NA.01	FES, NES	9/1/23 #	
10	Palmieri, Kristen	School Social Worker SPS.DS.SW.NA.02	KES	School Social Worker SPS.DS.SW.NA.02	FES, KES	9/1/23 #	
11	Sobestanovich, Kelsey	Gr. 2 Teacher TCH.NIX.GR2.NA.01	NES	Gr. 3 Teacher TCH.NIX.GR3.NA.04	NES	9/1/23 #	KS' 23/24 position replaces TCH.NIX.GR2.NA.01
# 10-month employees shall start on the first day of the 2023-24 calendar for this bargaining unit / employee group.							

REASSIGNMENTS / TRANSFERS (NON-CERTIFICATED STAFF)

4. RESOLVED, that the REA Paraprofessionals listed below be transferred to a new location and/or assignment as indicated:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
1	Balogh, Beth	Special Education Paraprofessional EMS	Special Education Paraprofessional EMS	9/1/23 # - 6/30/24	BD Program
2	Bhullar, Samreet	Special Education Paraprofessional JES	Special Education Paraprofessional NES	9/1/23 # - 6/30/24	LLD Program
3	Bilotta, Stacey	Special Education Paraprofessional NES	Special Education Paraprofessional NES	9/1/23 # - 6/30/24	Gen Ed Program
4	Bischoff, Tammy	Special Education Paraprofessional EMS	Special Education Paraprofessional EMS	9/1/23 # - 6/30/24	RC Program
5	Bonnefond, Kristin	Special Education Paraprofessional NES	Special Education Paraprofessional NES	9/1/23 # - 6/30/24	PSD Program
6	Bottona, Nancy	Special Education Paraprofessional FES	Special Education Paraprofessional JES	9/1/23 # - 6/30/24	RC Program
7	Bullock, Marielena	Special Education Paraprofessional NES	Special Education Paraprofessional NES	9/1/23 # - 6/30/24	LLD Program
8	Chapman, David	Special Education Paraprofessional NES	Special Education Paraprofessional LRS	9/1/23 # - 6/30/24	Gen Ed Program
* 9	Clevenger, Tracy	Special Education Paraprofessional RHS	Special Education Paraprofessional RHS	9/1/23 # - 6/30/24	RC Program
10	Colucci, Patricia	Special Education Paraprofessional NES	Special Education Paraprofessional NES	9/1/23 # - 6/30/24	Gen Ed Program
* 11	Delgado, Cristian	Special Education Paraprofessional RHS	Special Education Paraprofessional EMS	9/1/23 # - 6/30/24	Gen Ed Program
* 12	Fichter, Heather	Special Education Paraprofessional RHS	Special Education Paraprofessional EMS	9/1/23 # - 6/30/24	MD Program
13	Freund, Brynn	Special Education Paraprofessional NES	Special Education Paraprofessional LRS	9/1/23 # - 6/30/24	BD Program
* 14	Gaydos, Jennifer	Special Education Paraprofessional RHS	Special Education Paraprofessional NES	9/1/23 # - 6/30/24	LLD Program
15	Gem, Kimberly	Special Education Paraprofessional NES	Special Education Paraprofessional FES	9/1/23 # - 6/30/24	Gen Ed Program
* 16	Gibney, Lisa	Special Education Paraprofessional RHS	Special Education Paraprofessional RHS	9/1/23 # - 6/30/24	MD Program
17	Gonzalez, Adalgisa	Special Education Paraprofessional FES	Special Education Paraprofessional FES	9/1/23 # - 6/30/24	RC Program
18	Gulla, Carmel	Special Education Paraprofessional LRS	Special Education Paraprofessional LRS	9/1/23 # - 6/30/24	RC Program
19	Haucke, Theresa	Special Education Paraprofessional NES	Special Education Paraprofessional FES	9/1/23 # - 6/30/24	LLD Program
20	Kacmarcik, Ashley	Special Education Paraprofessional LRS AID.SPE.PT.NA.07	Title 1 Paraprofessional AID.REG.FRA.T1.04	FES	9/1/23 # - 6/30/24 Contingent upon Title 1 funding
21	Kaur, Jasdeep	Special Education Paraprofessional FES	Special Education Paraprofessional FES	9/1/23 # - 6/30/24	LLD Program
22	Kelley, Ryan	Special Education Paraprofessional KES	Special Education Paraprofessional LRS	9/1/23 # - 6/30/24	Gen Ed Program
23	Kinney, Minsu	Special Education Paraprofessional LRS	Special Education Paraprofessional LRS	9/1/23 # - 6/30/24	Gen Ed Program
24	Koch,	Special Education NES	Special Education NES	9/1/23 # - 6/30/24	Gen Ed Program

	Joyce	Paraprofessional		Paraprofessional			
25	Koutouzakis, Asimina	Special Education Paraprofessional	JES	Special Education Paraprofessional	JES	9/1/23 # - 6/30/24	Gen Ed Program
* 26	LaManna, Susan	Special Education Paraprofessional	RHS	Special Education Paraprofessional	RHS	9/1/23 # - 6/30/24	MD Program
27	Lavelle, Erin	Special Education Paraprofessional	LRS	Special Education Paraprofessional	FES	9/1/23 # - 6/30/24	RC Program
* 28	Lovi, Marjorie	Special Education Paraprofessional	EMS	Special Education Paraprofessional	RHS	9/1/23 # - 6/30/24	MD Program
29	Matera, Lisa	Special Education Paraprofessional	NES	Special Education Paraprofessional	LRS	9/1/23 # - 6/30/24	BD Program
30	Mele, Annmarie	Special Education Paraprofessional	KES	Special Education Paraprofessional	FES	9/1/23 # - 6/30/24	RC Program; amend from 4 days/wk to 5 days/wk (no timesheets)
31	Oliver, Susan	Special Education Paraprofessional	KES	Special Education Paraprofessional	KES	9/1/23 # - 6/30/24	Gen Ed Program
* 32	Perez, Robyn	Special Education Paraprofessional	RHS	Special Education Paraprofessional	RHS	9/1/23 # - 6/30/24	BD Program
33	Press, Nancy	Special Education Paraprofessional	NES	Special Education Paraprofessional	NES	9/1/23 # - 6/30/24	Autistic Program
34	Serna, Vivana	Special Education Paraprofessional	JES	Special Education Paraprofessional	JES	9/1/23 # - 6/30/24	PSD Program
* 35	Sotelo, Virginia	Special Education Paraprofessional	EMS	Special Education Paraprofessional	RHS	9/1/23 # - 6/30/24	Autistic Program
36	Torres, Vanessa	Special Education Paraprofessional	KES	Special Education Paraprofessional	KES	9/1/23 # - 6/30/24	Gen Ed Program
37	Tweed, Elena	Title 1 Paraprofessional AID.REG.FRA.T1.04	FES	Teaching Assistant AID.REG.NIX.TA.02	NES	9/1/23 # - 6/30/24	Contingent upon Title 1 funding
38	Veno, Adair	Special Education Paraprofessional	JES	Special Education Paraprofessional	JES	9/1/23 # - 6/30/24	Amend from 4 days/wk to 5 days/wk (no timesheets)
39	Wake - Rotolo, Sara	Special Education Paraprofessional	JES	Special Education Paraprofessional	FES	9/1/23 # - 6/30/24	Gen Ed Program
* 40	Wehmeyer, Mary Ellen	Special Education Paraprofessional	RHS	Special Education Paraprofessional	RHS	9/1/23 # - 6/30/24	BD Program
# 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group							

REASSIGNMENTS / TRANSFERS (NON-CERTIFICATED STAFF)

5. RESOLVED, that the Roxbury Township Board of Education approve the reassignment and change in salary for the 2023/2024 school year for the staff members listed below:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Pay Rate	Effective Date	Discussion
* 1	Combes, William	Security Guard P/T 10m GRD.DS.10M.PT.05 Dist	Security Guard F/T 10m GRD.DS.10M.FT.01 Dist	\$39,750	9/1/23 #	Replacement in position
# 10-month employee shall start on the first day of the 2023-24 calendar for this bargaining unit / employee group						

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
1	Arcieri, Brianna	NES	School Counselor & ABS	22/23 MA Step 2 ##	\$61,340 prorated ##	10/9/23 #	6/30/24	Tenure-track replacement in position TCH.DS.GUI.NA.01.
* 2	Granata, Giuseppa	RHS	Permanent Substitute Teacher (0.80)	N/A	\$160.00 per diem	9/1/23 # ^	6/30/24	Tenure-track replacement in position TCH.SUB.PERM.RHS.02; not to exceed 4 days / wk
* 3	Hrynio, Lindsay	RHS	Nurse	N/A	\$356.00 per diem	8/28/23	10/16/23	Non-tenure track replacement in position NRS.RHS.NRS.NA.01.
* 4	Hrynio, Lindsay	RHS	School Nurse	22/23 BA+15 Step 10	\$65,962 ##	9/1/23 # ^	6/30/24	Amends <i>Salary Guide</i> , <i>Salary</i> , & <i>Start Date</i> aprvd 6/26/23, XV.D.3.4. Tenure-track replacement in position NRS.RHS.NRS.NA.01. Start date will end appointment to position aprvd 8/21/23, XV.E.6.3.
* 5	Kalodner, Isabel	RHS	English Teacher	22/23 BA Step 1 ##	\$55,440 ##	9/1/23 # ^	6/30/24	Tenure-track replacement in position TCH.RHS.ENG.NA.13.
* 6	Kane, John	EMS, RHS	French Teacher	22/23 BA+30 Step 1 ##	\$60,440 ##	9/1/23 # ^	6/30/24	Tenure-track replacement in position TCH.DS.WL.FR.01.
7	Kovach, Michael	EMS	Special Education Teacher (RC)	22/23 BA Step 1 ##	\$55,440 ##	9/1/23 # ^	6/30/24	Tenure-track replacement for position TCH.SPE.RES.NA.47; position replaces TCH.EMS.BSI.NA.03
* 8	Mendlen, Jake	B&G	Groundskeeper	REA Maint	\$56,600 prorated	8/22/23 ^ ^^	6/30/24	Replacement in position B&G.DS.GRD.NA.04
9	Montan, Kristen	EMS	Special Education Teacher (RC)	22/23 BA Step 3-5 ##	\$56,440 ##	9/1/23 # ^	6/30/24	Tenure-track replacement in position TCH.SPE.RES.NA.29.
<p># 10-month employees shall start on the first day of the 2023-24 calendar for this bargaining unit / employee group. ## Salary pending completion of REA negotiations. ^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer.</p>								

APPOINTMENTS - LEAVE REPLACEMENTS

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

Name	Loc	Position	Salary	Start Date	End Date	Discussion
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* 1	Baker, Sharon	RHS	Leave-repl English Teacher	\$300.00 per diem	8/28/23	11/17/23	Replacement in position TCH.RHS.ENG.NA.07
2	Florio, Jordan	EMS	Leave-repl H/PE Teacher	\$300.00 per diem	8/28/23 ^	12/1/23	Replacement in position TCH.EMS.PEH.NA.01
3	Kopacz, Marybeth	DIST	Leave-repl Supervisor of Applied Sciences & Mathematics Gr. PK - 6	\$500.00 per diem	9/1/23 ^	12/22/23	Replacement in position SUP.DS.SUP.NA.02 Not to exceed 3 days/wk.
* 4	Robinson, Kathleen	Spec Serv	Leave Replacement Secretary (CST)	\$25.00 hourly	8/22/23	10/31/23	Replacement in position SEC.SPS.CST.GR3.02; paid workday is 7 hours
* 5	Suarez, Rachael	RHS	Leave-repl Nurse	\$325.00 per diem	8/28/23 ^	12/8/23	Amends <i>Position & Salary</i> aprvd 7/17/23, XVI.D.6.2. Replacement in position NRS.RHS.NRS.NA.02
6	Tufaro, Catherine	LRS	Leave-repl Special Education Teacher (RC)	\$300.00 per diem	8/28/23 ^	9/29/23	Replacement in position TCH.SPE.RES.NA.05
^ Employment start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - HOURLY EMPLOYEES

- *8. RESOLVED, that the Roxbury Township Board of Education approve the following staff members:

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
1	Eckert, Ashley	JES	Cafeteria Aide	N/A	\$15.50	9/1/23 # ^	6/30/24	Replacement in position AID.CAF.JEF.NA.01
2	Heinemann, Emily	JES	Special Education Paraprofessional	REA Paraprof Step 1	\$18.06 ##	9/1/23 #	6/30/24	PSD Program replacement in position AID.SPE.PT.NA.23; working less than 5 days/wk payable by timesheets
* 3	Munk, Nicole	TR	Transportation Bus Aide	N/A	\$16.50	9/1/23 #	6/30/24	Replacement in position AID.BUS.TRN.NA.04
* 4	Negron, Joaquin	Dist	Security Guard P/T 10m	N/A	\$26.86	9/1/23 #	6/30/24	Replacement in position GRD.DS.10M.PT.01
5	Nelson, Fatimah	NES	Special Education Paraprofessional	REA Paraprof Step 1	\$18.06 ##	9/5/23 ^	6/30/24	RC Program replacement in position AID.SPE.PT.NA.56
6	Rawa, Sara	JES	Cafeteria Aide	N/A	\$15.50	9/1/23 # ^	6/30/24	Replacement in position AID.CAF.JEF.NA.02
7	Riesebeck, Susan	KES	Cafeteria Aide	N/A	\$15.50	9/1/23 # ^	6/30/24	Replacement in position AID.CAF.KEN.NA.01
8	Shelton, Ashlei	NES	Special Education Paraprofessional	REA Paraprof Step 1	\$18.06 ##	9/1/23 #	6/30/24	Autistic Program replacement in position AID.SPE.PT.NA.56
9	Simmerano, Susanne	JES	Special Education Paraprofessional	REA Paraprof	\$20.88 ##	9/1/23 #	6/30/24	RC Program replacement in position AID.SPE.PT.NA.15

				Step 10			
^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer. ## Salary pending completion of REA negotiations. # 10-month employees shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group.							

APPOINTMENTS - TRANSITIONAL SUBSTITUTE STAFF

9. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions for the 2023/2024 school year on an as needed basis:

	Name	Loc.	Position	Salary	Start Date	End Date	Discussion
* 1	Kalodner, Isabel	RHS	Transitional Substitute Teacher (English)	\$230.00 per diem	8/28/23	9/26/23	Replacement in position TCH.RHS.ENG.NA.13
* 2	Kane, John	EMS, RHS	Transitional Substitute Teacher (French)	\$230.00 per diem	8/28/23 ^	9/26/23	Replacement in position TCH.DS.WL.FR.01
3	Kovach, Michael	EMS	Transitional Substitute Teacher (Special Ed, RC)	\$230.00 per diem	8/28/23	9/26/23	Replacement in position TCH.EMS.PEH.NA.01
* 4	Zeris, Lauren	RHS	Transitional Substitute Teacher (FCS)	\$230.00 per diem	8/28/23	9/26/23	Replacement in position TCH.RHS.FAM.NA.05
^ Appointment is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - SUBSTITUTES

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

	Name	Loc.	Position	Salary	Start Date #	End Date	Discussion
1	Castaldi, Brielle	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	9/1/23^	6/30/24	
2	Hadjiloucas, Catherine M.	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	9/1/23	6/30/24	
3	Joy, James	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	9/1/23^	6/30/24	
4	Lopez, Alejandra	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	9/1/23	6/30/24	

5	Makovsky, Paul	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	9/1/23 [^]	6/30/24	
6	McDevitt, Helen	District	Substitute Teacher, Paraprofessional, Secretary	23/24 Board approved Sub Rate	9/1/23 [^]	6/30/24	
# Substitutes may start on the first student day of the 2023-24 calendar. [^] Start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - NURSE COORDINATOR

- *11. RESOLVED, that the following staff be appointed for the 2023/2024 school year as indicated. This resolution amends and supersedes Resolutions XVI.C.15.1 and XVI.C.15.2 approved June 12, 2023.

	Name	Position	Stipend per 2020-23 REA Contract [^]	Discussion
1	Hornung, Desiree	Nurse Coordinator	\$3,000	In addition to no. of Summer 2023 days aprvd 6/12/23 XVI.C.19.1 & 2, DH's appt to 23/24 coordinator position includes an extra 5 days over Summer 2023 payable at DH's per diem rate aprvd in aforementioned resol.
[^] Stipend pending completion of REA negotiations.				

APPOINTMENTS - EXTRACURRICULAR

12. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year.

Organized by "POSITION"

23/24 Club Appts						
	POS LOC	POS TYPE	POSITION	ASSIGNMENT	NAME	22/23 TOTAL Stipend [^]
1	EMS & LRS	CLUB	Advisory	Co-Advisor	Blewitt, Jessica	\$ 765
2	EMS & LRS	CLUB	Advisory	Co-Advisor	DelRusso, Stefanie	\$ 765
+ 3	EMS & LRS	CLUB	Advisory	Co-Advisor	Rodas, Shannon	\$ 765
# 4	EMS	CLUB	Yearbook	Advisor	Farina, Kimberly	\$ 2,475
+ Amends and supersedes Resolution XV.D.8.3, Exhibit HR 1.3, Row No. 38 approved 6/26/23.						
# Amends and supersedes Resolution XV.D.8.3, Exhibit HR 1.3, Row Nos. 32 & 33 approved 6/26/23.						
[^] Stipend pending completion of REA negotiations.						

- *13. RESOLVED, that the Roxbury Township Board of Education approve the following for the 2023/2024 school year. At this time, employment and payment are contingent upon the status of school closures and the ability to fulfill the responsibilities associated with the positions indicated.

23/24 Coaching Appts

	POS LOC	POSITION	ASSIGNMENT	SEASON	NAME	22/23 Base Stipend [^]	# of Consec Yrs in the same Sport/Season thru 23/24 Season	22/23 Longevity Stipend [^]	22/23 TOTAL Stipend [^]
1	RHS	Cheerleading	Assistant Coach	Fall	Cautero, Erin	\$ 4,266	6	\$ 50	\$ 4,316

[^] Stipend pending completion of REA negotiations.

APPROVAL OF SERVICE PAYMENTS

14. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2023/2024 school year.

	Name	23/24 Payment	Services Performed
1	Sweer, Krista	\$250	Piano Accompanist for the Lincoln Roosevelt Gr. 5 & 6 Winter Concert anticipated to be held in December 2023
2	Sweer, Krista	\$250	Piano Accompanist for the Lincoln Roosevelt Gr. 5 & 6 Spring Concert, anticipated to be held in May 2024

APPROVAL OF GRADUATE STUDY INCENTIVE INCREMENT

15. RESOLVED, that pending completion of negotiations, the personnel listed below be granted an increase in their salary level as indicated effective August 28, 2023 for the 2023/2024 school year:

	Last Name	First Name	Loc	Salary Level as of 23/24
1	Barry	Kenneth	LRS	BA+15
2	Del Rosario	Monica	LRS	BA+15
3	Erdreich	Cara	JES	MA
4	Hagemann	Regina	EMS	MA
5	Iuvone	Erica	KES	MA
6	Kim	Erica	KES	BA+30
* 7	Meeker	Reid	RHS	MA
8	Olcott	Nicole	KES	BA+30
9	Pilrun	Amy	EMS	BA+15
10	Rose	Denise	LRS	BA+15
* 11	Shaw	James	RHS	MA
12	Sheplak-Lewis	Jacqueline	LRS	MA+15
* 13	Tom	Jean	RHS	MA+30

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- *16. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2023/2024 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc of Prog/Class	Program/ Class	Extra Blocks assigned:	Effective	Salary Guide / Step	Add. Salary not to exceed	Discussion
1	Buchanan, Stacey	LRS	Gr. 6 ELA	1 class daily during Period 6A-7B	8/30/23 - 6/13/24	22/23 MA+30 Step 21 ##	\$18,770 ##	Student needs.
2	Curado, Sandra	LRS	Gr. 6 Math	1 class daily during Period 9-10	8/30/23 - 6/13/24	22/23 MA Step 8 ##	\$12,478 ##	Student needs.
3	Engle, Rick	EMS	SUMMIT PE Wellness Unified	1 block daily during Block 2	8/30/23 - 6/13/24	22/23 MA Step 23 ##	\$19,271 ##	Student needs.
* 4	Gangemi, Kayla	RHS	VISTA VIP	0.5 block during Block 3B on A days w/in A/B day schedule @ RHS	8/30/23 - 6/13/24	22/23 MA+30 Step 6-7 ##	\$4,953 ##	Student needs.
5	Gibson, Ryan	EMS	ICR Gr. 7 Science	1 block daily during Block 3	8/30/23 - 6/13/24	22/23 BA+30 Step 11-13 ##	\$13,658 ##	Student needs.
6	Hollenbeck, Helen	EMS	Gr. 7 ISL ELA	1 block during Block 2 on A days w/in A/B day schedule @ EMS	8/30/23 - 6/13/24	22/23 MA+30 Step 11-13 ##	\$7,208 ##	Student needs.
7	Martino, Tiffany	EMS	VISTA Life Skills	1 block daily during Block 7	8/30/23 - 6/13/24	22/23 MA Step 6-7 ##	\$12,225 ##	Student needs.
8	Midili, Tara	FES	OCR Word Study	1 class daily during Period 9	8/30/23 - 6/13/24	22/23 MA+15 Step 16-17 ##	\$8,629 ##	Student needs.
9	Montan, Kristen	EMS	Gr. 8 ISL Math	1 block during Block 3 on A days w/in A/B day schedule @ EMS	8/30/23 - 6/13/24	22/23 BA Step 3-5 ##	\$5,491 ##	Student needs.
10	Toupet, Jennifer	EMS	Gr. 8 ISL ELA	1 block during Block 3 on A days w/in A/B day schedule @ EMS	8/30/23 - 6/13/24	22/23 MA+15 Step 9 ##	\$6,585 ##	Student needs.
11	Trautz, Caryn	EMS	Gr. 7 ISL Math	1 block during Block 2 on A days w/in A/B day schedule @ EMS	8/30/23 - 6/13/24	22/23 MA+30 Step 11-13 ##	\$7,208 ##	Student needs.
12	Trimmer, Theresa	LRS	ICR Science/Social Studies	1 class daily during Period 9-10	8/30/23 - 6/13/24	22/23 MA+30 Step 23 ##	\$19,962 ##	Student needs.
* 13	Wenarsky,	RHS	SUCCESS	0.5 block	8/30/23 -	22/23 MA	\$4,944	Student needs.

	Courtney			during Block 3A on A days w/in A/B day schedule @ RHS	6/13/24	Step 9 ##	##	
## Step/Salary pending completion of REA negotiations								

SUMMER 2023 EMPLOYMENT OF EDUCATIONAL SERVICES PERSONNEL

17. RESOLVED, that for the purpose of monitoring inoculations, allergies, asthma, diabetes, and other serious health conditions which require meeting with students and parents, that the following nurse be approved to work the number of days described below at the location shown at the per diem rate indicated.

Nurses					
	Name	Per Diem Rate	Effective weekdays from 7/18/23 ^ through 8/25/23 as denoted below for 6 hrs per day:	Days related to work for:	Discussion
* 1	Hrynio, Lyndsay	\$339.76 +	15 days from 6/27/23 through 8/25/23	RHS	+ Amends <i>Per Diem Rate</i> aprvd 6/26/23, XV.D.12.2. Per Diem Rate to be based on Salary Guide/Step of 23/24 BA, Step 10, pending completion of REA negotiations. 10 of the 15 days designated for the processing of Sports Physicals.
2	Suarez, Rachael	\$325.00 #	5 days	RHS	# Amends <i>Per Diem Rate</i> aprvd 7/17/23, XVI.D.16.1.

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

MENTORING

18. RESOLVED, that the Roxbury Township Board of Education approve the mentoring assignments indicated below. The number of weeks shown encompasses weeks when school is in session; and when the novice teacher and mentor are present at school to collaborate:

	Novice Teacher			Mentoring Term in Roxbury				
	Name	Loc	No. of weeks of mentoring completed to date	Mentor	Start Date	End Date	No. of Wks	Fee
1	Bream, Samantha	LRS	25 (in Roxbury 11/2022-6/2023)	Rose, Denise	8/28/23	9/29/23	5	\$92
2	Florio, Jordan	EMS	n/a	Richman, Margery	8/28/23	12/1/23	14	\$257
* 3	Kalodner, Isabel	RHS	n/a	Gluck, Caitlin	8/28/23 ^	3/28/24	30	\$1,000
* 4	Kovach, Michael	RHS	n/a	Trautz, Caryn	8/28/23 ^	3/28/24	30	\$1,000

* 5	Meeth, Justin	RHS	13 (in Roxbury 3/2023-6/2023)	Trotter, Gregory	8/28/23	12/22/23	17	\$567
6	O'Connor, Christine	NES	13 (in Roxbury 3/2023-6/2023)	Clark, Jennifer	8/28/23	12/22/23	17	\$567
7	Rousseau, Brianne	FES	12 (in Roxbury 3/20/23-6/2023)	Freund, Kelly	8/28/23	1/5/24	18	\$330
8	Zavala, Ernesto	EMS	26 (in Roxbury 12/2022-6/2023)	Rodas, Shannon	8/28/23	9/22/23	4	\$73
^Start date pending receipt of documentation in accordance with law.								

ATHLETIC EVENT WORKERS

*19. RESOLVED, that the staff listed below be approved for employment as Athletic Event Workers for the 2023-2024 school year at the salaries indicated (please note, administrators are not included in this list):

Professional teaching staff
Support staff

	<i>Event</i>	<i>Salary per Event</i>
1	Announcer	\$85
2	Crowd Control	\$75
3	Parking	\$52
4	Scoreboard- sub-varsity	\$60
5	Scoreboard- varsity	\$80
6	Site Manager	\$95
7	Ticket Clerk	\$80
8	Ticket Seller / Taker	\$60
9	Varsity Football Videographer	\$100
10	Varsity Official	NJAC Fees

STUDENT TEACHERS/INTERNS

20. RESOLVED, that the following student teacher/intern assignment be approved as per the placement requirements in Policy 9541- Student Teachers/Interns:

<i>Student-Teacher/Intern</i>					<i>Roxbury Cooperating Teacher</i>		
	<i>Name</i>	<i>College/Univ</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>
* 1	Fioravante, Julia	Seton Hall Univ.	School Counseling Internship	1/26/23 - 8/4/23 #	Mann, Monica	Director of Guidance	DIST
2	Savarin, Danielle	Centenary Univ	Clinical Exp-P - 3	8/28/23 - 12/15/23 for 2 days/week ^	Olcott, Nicole	Gr. 3 Teacher	KES
3	Savarin, Danielle	Centenary Univ	Clinical Int-P - 3	1/8/24 thru 2/28/24 for f/t	Olcott, Nicole	Gr. 3 Teacher	KES
4	Savarin, Danielle	Centenary Univ	Clinical Int-Special Education	2/29/24 thru 4/26/24 for f/t	Clark, Jennifer	Special Education Teacher (LLD)	NES

Amends *Term* approved 12/12/22, XVI.C.20.1.
 ^ Appointment is pending completion of documentation in accordance with the law or district policy.

COMMUNITY SCHOOL

21. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Loc	Pay Rate	Start Date	End Date	Discussion (Min Max)
1	TREP\$	Meaney, Courtney	NES	\$35/Hour	9/1/23	12/22/23	Min: 6 Max: 25
2	TREP\$	Saul, Joanne	JES	\$35/Hour	9/1/23	12/22/23	Min: 6 Max: 25

22. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Name	Loc	Title	Hourly Rate	Start Date	End Date	Discussion
1	Berta, Yvette	K-4	Sub Certified	\$25.00	8/1/23	6/30/24	Not to exceed 29.5 hrs/wk with various district positions
2	Colucci, Patricia	K-4	Non-Certified	\$22.00	8/1/23	6/30/24	Not to exceed 29.5 hrs/wk with various district positions
3	Tweed, Elena	K-4	Sub Certified	\$25.00	8/1/23	6/30/24	Not to exceed 29.5 hrs/wk with various district positions

23. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School Preschool Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Instructor	Loc	Position	Hourly Rate	Start Date	End Date	Discussion
1	Berta, Yvetta	KES	Aide Sub Teacher	\$22.00 \$30.00	7/18/23	6/30/24	Not to exceed 29.5 Hrs/Wk * Amends resolution from 7/17 agenda
2	Maio, Emily	KES	Teacher	\$32.00	7/18/23	6/30/24	Not to exceed 29.5 Hrs/Wk

F. Executive Session Regular Meeting

- *1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

August 21, 2023

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on September 18, 2023 at 6:30 p.m. and;

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

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

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

- XVI. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XVII. BOARD MEMBER COMMENTS
- XVIII. EXECUTIVE SESSION - (IF NECESSARY)
- XIX. PUBLIC SESSION – (IF NECESSARY)
- XX. ADJOURNMENT



New Jersey Department of Education

Application for Change of Use of Educational Space 2023-2024 School Year

The Uniform Construction Code establishes construction requirements according to the way a building is used. The use, or function, of a building is called a use group. The Change of Use section governs what work must be done when a building that has been used for one use is changed to accommodate another use. All Educational entities are governed by the UCC pursuant to 6A:26-6.1

The amount of work that is required can range from nothing to a great deal. Previously, the Uniform Construction Code provided that any building or portion of a building undergoing a change of use had to meet code requirements for new construction. The change of use of a building or classroom could mean a change of the use group as defined in the building subcode.

The change in the use of a space in a building may not require that the entire building undergo a change of use group, but it may mean, for example, that the change in the way the space is used may trigger the requirements of one of the technical subcodes of the UCC. For example, the plumbing subcode may require additional toilet fixtures, the electrical subcode may require ground fault circuit interrupters, or the mechanical subcode may require that the heating, ventilation, and air conditioning (HVAC) system be upgraded.

There are six hazard tables in the change of use code. The first table deals with relative Use Group. The next five tables address the following technical issues: means of egress, height and area, exposure of exterior walls, fire suppression, and structural loads. There are additional requirements when the work affects vertical openings, fire alarms, fire detection, smoke detectors, or some plumbing, electrical, mechanical, or accessibility provisions.

PER DCA: Uniform Construction Code Subchapter 6, it is cited as NJAC 5:23-6. Thus, the administrative provisions of the Uniform Construction Code apply to rehabilitation projects, as they do to other construction projects. All permit requirements remain where they have always been, in Subchapter 2 of the Uniform Construction Code, NJAC 5:23-2.

Eisenhower Middle School, Roxbury Public Schools
Lab of Inquiry - Change of Use Request, 2023

Background

At present, we have a space that is approximately 1980 sq. ft (33' X 60') with a drop ceiling height of 12'5" (137 in.) that is used as a computer lab/multi-purpose space for select class use. We call this space the Lab of Inquiry. Prior to that, the space housed the school's library/media center.

Proposal

The purpose of this request is to take that one large space and decompose it into four smaller quadrants (see approximate dimensions of each room below, floor plan attached). Our goal in this new layout is to create spaces that are tailored to our student population that is in need of significant behavioral and mental health support, and simultaneously provide a more private and confidential setting where this important and necessary work can take place. There are two pre-existing office spaces ("KW and CT Offices" on the drawing) which will be inhabited by our School Social Worker and Learning Disabilities Teacher Consultant (LDTC).

New Spaces:

1. **SUMMIT Classroom** - Instructional space for students in our Emotional Regulation Impairment (ERI) program. Approximate dimensions are 31 X 30 or 930 sq. ft. This space would include the addition of a small kitchen area (electric stove/oven, refrigerator, sink). Note - Wall mounted split HVAC System (south wall) and Univents already installed and operational)
2. **SAGE Office** - Office for SAGE counselor, who provides IEP-driven 1:1 and group counseling for students in need of that particular support (includes most of our SUMMIT participants). Approximate dimensions are 12x17 or 204 sq. ft. Note - SPLIT DUCT HVAC System already installed and operational
3. **Conference Room/Group Therapy Room** - Setting for private group therapies led by SAGE counselor and Child Study Team members (offices annexed to this location, see floor plan). Also space for select OT/PT/Speech therapies to take place. Also a confidential location for IEP meetings in lieu of the more public setting of the front office conference room. Approximate dimensions are 15x17 or 250 sq. feet. Note - SPLIT DUCT HVAC System already installed and operational
4. **Common Area/Gathering Space** - This would be the space all students pass through, whether they are visiting their case manager or SAGE counselor, attending SUMMIT class, or participating in a group social/recreational activity that requires a common gathering area. Approximate dimensions are 28 x 16 or 448 sq. ft. Note - Split duct/other HVAC solution needed in this area.

2 flat screen tv's

1 traditional tv

1 sharp monitor

5 radios

temperature reader(from covid)- broken

large changing table from the nurse's office

<u>Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial #</u>	<u>Asset Tag #</u>	<u>Quantity</u>
iPad (cracked screen, liquid damage)	Apple	iPad (6th generation)	DMQXVUN3JF8J	37556000034270	1
iPad	Apple	iPad (4th generation)	DMPKVWUHF182	007396	1
iPad	Apple	iPad (4th generation)	DMPKVZPF182	007413	1
iPad	Apple	iPad (4th generation)	DMPL5M5BF182	007782	1
iPad	Apple	iPad (4th generation)	DMPL5M3UF182	007787	1
iPad	Apple	iPad (4th generation)	DMPKVYOLF182	007376	1
powerlite projector	epson	83+	KM3F893100L	398/480	1
powerlite projector	epson	82c	6Y8F67166S	004748	1
Printer/copier/scanner	Savin	MP420	Y176HC00610	L0464	1
NEO Handheld Word Processor with Full Size Keyboard, Calculator.	Alphasmart	NEO	na	na	10
PowerSync Cart for ipad devices	Bretford	HB716LL/A	031-4823	na	1
PowerSync Cart for ipad devices	Bretford	HB716LL/A	031-7461	na	1
portable scanner	Visioneer	Roadwarrior	na	na	1
CD-RW Drive	Toshiba	TS-H292	na	na	4
Laptop	Dell	Vostro 1500	20KCQG1	005142/1078	1
laptop	Dell	Latitude D620	80045-406-523-080	09008498	1
laptop	Dell	Latitude D620	80045-576-746-500	09008021	1
laptop	Dell	Latitude D620	80045-576-746-504	09008021	1
laptop	Dell	Latitude D620	80045-406-361`-857	09015517	1
laptop	Dell	Latitude D620	80045-580-136-684	09005495	1
Laptop	Dell	Latitude D620	80045-560-319-531	09008496	1
Laptop	Dell	Latitude D620	80045-600-264-832	09007997	1
Ultrabook laptop	Dell	XPS12	2406	007374	1
Chromebook	Samsung	XE303C12	HY3A91DD713826P	007894	1
Chromebook	Samsung	XE303C12	HY3A91ND713751P	007793	1
Chromebook	Samsung	XE303C12	HY3A91DD713368V	007877	1
Chromebook	Samsung	XE303C12	HY3A91AD234966R	007802	1
Chromebook	Samsung	XE303C12	HY3A91ND713719R	007833	1
Chromebook	Samsung	XE303C12	HY3Aj91ND215084K	007903	1
Dell Optiplex 390	Dell	390	DCZ15V1	353	1
Dell Optiplex 390	Dell	390	DCYX4V1	352	1
Dell Optiplex 390	Dell	390	DD2Z4V1	293	1
Dell Optiplex 390	Dell	390	FQQ3LS1	920	1
Dell Optiplex 390	Dell	3010	DCS45V1	366	1
Dell Optiplex 390	Dell	3010	851JPV1	730	1
Dell Optiplex 390	Dell	390	DCLX4V1	550	1
Dell Optiplex 390	Dell	390	DC435V1	554	1
Dell Optiplex 390	Dell	3010	9DV37Y1	734	1
Dell Optiplex 390	Dell	390	DBYX4V1	728	1
Dell Optiplex 390	Dell	3010	CT1JPV1	729	1
Dell Optiplex 390	Dell	990	D93CVR1	1863	1
Dell Optiplex 3010	Dell	3010	BS1JPV1	730	1
Dell Optiplex 3010	Dell	3010	DCGY4V1	209	1
Dell Optiplex 7010	Dell	7010	J6DXGX1	2483	1
Dell Optiplex 7010	Dell	7010	FTGWH02	899	1
Dell Optiplex 3010	Dell	3010	7V1JPV1	2036	1
Dell Optiplex 3010	Dell	3010	9BG47Y1	2293	1
dell optiplex 3010	Dell	3010	2V1JPV1	2681	1
dell optiplex 3010	Dell	3010	6s1jpv1	2445	1
dell optiplex 3010	Dell	3010	HT1JPV1	2413	1
Dell Optiplex 390	Dell	390	FR23LS1	1993	1
Dell Optiplex 390	Dell	390	FRW3LS1	1987	1
Dell Optiplex 390	Dell	390	FRLYKS1	2140	1

Dell Optiplex 390	Dell		390	FQL0LS1	1967		1
Dell Optiplex 390	Dell		390	FR41LS1	2009		1
Dell Optiplex 390	Dell		390	8C81CY1	1954		1
Dell Optiplex 390	Dell		390	FR81LS1	2139		1
Dell Optiplex 390	Dell		390	FRV0LS1	1991		1
Dell Optiplex 390	Dell		390	FRT1LS1	1992		1
Dell Optiplex 390	Dell		390	FRN0LS1	2030		1
Dell Optiplex 390	Dell		390	FRX3LS1	2132		1
Dell Optiplex 390	Dell		390	FQM1LS1	2149		1
Dell Optiplex 3010	Dell		3010	9FR37Y1	1963		1
Dell Optiplex 3010	Dell		3010	9CV67Y1	1903		1
Dell Optiplex 3010	Dell		3010	4S1JPV1	1904		1
Dell Optiplex 390	Dell		390	FRX1LS1	2070		1
Dell Optiplex 3010	Dell		3010	3W1JPV1	N/A		1
Dell Optiplex 390	Dell		390	8C92CY1	203		1
Dell Optiplex 390	Dell		390	DC0Z4V1	199		1
Dell Optiplex 390	Dell		390	FQYKYS1	1960		1
Dell Optiplex 390	Dell		390	8C83CY1	193		1
Dell Optiplex 390	Dell		390	DCGR4V1	186		1
Dell Optiplex 390	Dell		390	DC0T4V1	185		1
monitor	Dell						39
keyboard	Dell						32
keyboard	Logitech						11
keyboard	Dell						18
mouse	Logitech						9
mouse	Dell						29
mouse	Dell						5
mouse	apple						1
ip phone	cisco		7961				4
ip phone	cisco		7962				1
ip phone	cisco		7941				1
smart phone	samsung	galaxy S9		nA	NA		1
smartboard speakers						26 single	
document camera	learning resources	easiview			4388		1
document camera	learning resources	easiview			4033		1
document camera	learning resources	easiview			1158		1
document camera	learning resources	easiview			1146		1
document camera	elmo	tt-02			557487		1
document camera	elmo	tt-02			1980		1
document camera	elmo	tt-02			474		1
switch	dlink						1
speaker	logitech				900539-0242A		1
speaker	logitech				sn029		1
document camera	ipevo				na		4
Server	synology	RS818RP+		1830QCNO89000			1
Dell Optiplex 3010	Dell	Optiplex 3010		J5M1SW1		54	1
Dell Optiplex 3010	Dell	Optiplex 3010		J5MP5W1			1
Dell Optiplex 3010	Dell	Optiplex 3010		J5M65W1			1
Monitors	Dell						18
Infinite office phone	Infinite		Infinite	SBC111353	n/a		1
cisco IP	Cisco		Cisco IP 7961	fch1149agtl	n/a		1
Cisco IP	Cisco		Cisco IP 7961	fch11249j8l	n/a		1
Dell Optiplex	Dell		3010	9DW67Y1		2442	1
Dell optiplex	dell		3010	9BZ57Y1		2441	1
dell optiplex	dell		3010	J5MFSW1		96	1

Dell Optiplex	Del	3010	J5LBSW1	2671	1
Dell optiplex	Dell	390	DCQ15V1	321	1
Dell optiplex	Dell	390	DBN35V1	1418	1
Dell optiplex	Dell	3010	J5MBSW1	n/a	1
Dell optiplex	Dell	3010	9FH47Y1	2414	1
Dell optiplex	Dell	3010	FTGXH02	2409	1
Dell optiplex	Dell	390	FQR1LS1	2326	1
Dell optiplex	Dell	3010	J5MDSW1	n/a	1
Dell Optiplex	Dell	3010	DCST4V1	n/a	1
Dell optiplex	dell	3010	7R1JPV1	2707	1
Dell optiplex	Dell	3010	2S1JPV1	2412	1
Dell optiplex	Dell	3010	9DB57Y1	2427	1
Dell optiplex	Dell	3010	9B747Y1	n/a	1
Dell optiplex	Dell	3010	J5MLSW1	1647	1
Dell optiplex	Dell	3010	3T1JPV1	2273	1
Dell optiplex	Dell	3010	1T1JPV1	2446	1
Dell optiplex	Dell	3010	9CT47Y1	2319	1
Dell optiplex	Dell	3010	3S1JPV1	n/a	1
Dell optiplex	Dell	3010	8S1JPV1	2322	1
Dell optiplex	Dell	3010	9D357Y1	n/a	1
Dell optiplex	Dell	3010	J5LRSW1	n/a	1
Dell optiplex	Dell	3010	8W1JPV1	n/a	1
Dell Optiplex	Dell	390	FQNZKS1	1898	1
Dell Optiplex 390	Dell	390	DD275V1	61	1
Dell Optiplex 390	Dell	390	DCJ35V1	380	1
Dell Optiplex 390	Dell	390	FR71LS1	1472/1505	1
Dell Optiplex 390	Dell	390	935NYR1	403	1
Chromebook	Acer	C720P	40901837576	37555000383851	1
Chromebook	Acer	C720P	41800327876	37556000006385	1
Chromebook	Acer	C720P	43314748676	37556000020865	1
Chromebook	Acer	C720P	51310273276	37556000024883	1
Chromebook	Acer	C720P	43314746776	37556000020634	1
Chromebook	Acer	C720P	43315256076	37556000011633	1
Chromebook	Acer	C720P	40901835376	37555000383687	1
Chromebook	Acer	C720P	40901831476	37555000383976	1
Chromebook	Acer	C720P	43314754776	37556000020378	1
Chromebook	Acer	C720P	40901832976	37555000383596	1
Chromebook	Acer	C720P	41103937176	37555000384883	1
Chromebook	Acer	C720P	43314749776	37556000020998	1
Chromebook	Acer	C720P	43102476876	37556000016806	1
Chromebook	Acer	C720P	43315140176	37556000019529	1
Chromebook	Acer	C720P	50512810876	37556000023588	1
Chromebook	Acer	C720P	43314752076	37556000020410	1
Chromebook	Acer	C720P	41708621976	37556000001451	1
Chromebook	Acer	C720P	40901833276	37555000383828	1
Chromebook	Acer	C720P	51310279276	n/a	1
Dell optiplex	Dell	990	5Y4M1R1	1944	1
Dell optiplex	Dell	990	C86CC2S	1976	1
Dell optiplex	Dell	990	5MXM1R1	1147	1
Dell optiplex	Dell	990	1WG5YR1	1984	1
Dell optiplex	Dell	990	FG4M1R1	2602	1
Dell optiplex	Dell	990	5WPB1R1	2606	1
Dell optiplex	Dell	990	256CC2S	1972	1
Dell optiplex	Dell	990	5RNF1R1	1916	1
Dell optiplex	Dell	990	58WGGX1	N/A	1

Dell optiplex	Dell	990	5TNL1R1	2156	1
Dell optiplex	Dell	990	BX5J1R1	1966	1
Dell optiplex	Dell	990	7WPVCX1	2604	1
Dell optiplex	Dell	990	5SZG1R1	2586	1
Dell optiplex	Dell	990	FHJK1R1	N/A	1
Dell optiplex	Dell	990	CVRWB2S	2314	1
Dell optiplex	Dell	990	5S3G1R1	1968	1
Dell optiplex	Dell	990	123LB2S	1640	1
Dell optiplex	Dell	990	356CC2S	1951	1
Dell Optiplex 390	Dell	390	DBKW4V1	200	1
Dell Optiplex 390	Dell	390	DCGX4V1	383	1

POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

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5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

M

Section Section Title

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- B. Definition of Harassment, Intimidation, and Bullying Definition
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HARASSMENT, INTIMIDATION, AND BULLYING (M)

A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s), legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

B. Definition of Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that



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

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying with the context and relative position of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

C. Student Behavior

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect



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for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the



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individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.



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Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behavior(s);
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between students/family and the school district.

Environmental:

- School culture;
- School climate;



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- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action; or
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Actions

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;



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- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;



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- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.



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While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying



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investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB



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338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and



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- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety/School Climate Team shall:



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- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, and Bullying



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Prior to initiating the investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the anti-bullying specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation,



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or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. ~~The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident.~~ Upon receiving a verbal report, any staff member will direct the reporter to the online submission portal. The recipient of the initial report will also memorialize the concern to the Principal via email to be used in concert with the electronic submission of the concerned party. Having the initial reporter submit the written report through the online portal seeks to ensure all initial information is accurate. If the recipient of the verbal report is any staff member other than the Principal, they will make the Principal aware of the verbal report on the same day as receiving it. The Principal will check that the online submission has been made within one (1) school day by the initial reporter, if not, the Principal will follow up with the initial reporter, and in the absence of the online submission within one (1) school day, the recipient of the initial verbal report will submit the online submission to the principal. The Principal will determine the investigation status in accordance with this policy based on the submitted information. In the event that the submitted information is determined by the Principal to warrant a HIB investigation, the investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The Principal or the Superintendent may assign an alternative anti-bullying specialist and/or additional personnel as deemed appropriate to avoid conflicts of interest or as necessary to avoid extended delays in timely completion of the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from



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the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing before the Board concerning the written information about



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a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school anti-bullying specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after issuance of the Board's decision.

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

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of



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harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district



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responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and



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- Therapy.

I. Reprisal or Retaliation

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

J. False Accusations of Harassment, Intimidation, or Bullying

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4, Expulsions.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements



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The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or



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bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment,



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intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform



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State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

P. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

Q. Students with Disabilities

In the event that a student with a disability is party to an HIB investigation as the alleged perpetrator or alleged victim, the student's case manager will be consulted and may be present during the interview process in order to best support the student at the discretion of the building principal.

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37



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N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses –August 2022– New Jersey Department of Education

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The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. “Evaluation” means procedures used by a certified or licensed professional to make a positive determination of a student’s need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student’s family.
2. “Other drugs” mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. “Referral for evaluation” means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student’s need for services that extend beyond the general school program.
5. “Referral for treatment” means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family’s request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.



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6. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.
7. “Substance” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. “Substance abuse” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
9. “Under the influence” of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.



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10. “SAC” means student assistance counselor.
 11. “I&RS” means Intervention and Referral Services as described in Policy 2417.
- B. Discipline in Cases Involving Substance Abuse
1. First Offense for students found to be under the influence:
 - a. ~~Four days out of school suspension and two~~ **Two** days of in-school suspension **and one Saturday detention**, exclusion from co-curricular activities until the student is in compliance ~~with and is actively engaged in recommended treatment programs.~~ Reinstatement to school activities is contingent upon ~~Administrative review and subject to continued monitoring~~ **completion of suspension and remedial interventions.**
 - b. ~~Prior to returning to school, student and parent must meet with SAC and administration and comply with recommended programs.~~
 - be.** Be denied participation in the junior and/or senior proms, senior trip, and other activities, including graduation, until all requirements stated in 1.a are satisfied.
 2. Second Offense for students found to be under the influence:
 - a. ~~Ten~~ **Four** days out-of-school suspension **and two days in-school suspension**, exclusion from co-curricular activities until the student is in compliance with and is actively engaged in recommended **evaluation** ~~treatment~~ programs. Reinstatement to school activities is contingent upon I&RS/Administrative review and subject to continued monitoring.
 - b. Prior to returning to school, the student and parent must meet with the SAC and administration and comply with recommended programs **and have a confirmed appointment for substance evaluation.**



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- c. Be denied participation in the junior and/or senior proms, senior trip and other activities, including graduation, until all requirements stated in 21.a are satisfied.
 3. Subsequent Offenses for students found to be under the influence:
 - a. ~~Ten days o~~Out-of-school suspension pending superintendent review and/or board of education hearing.
 - b. A student who has been removed from school for use, possession and/or distribution of substances, other than a student who has been expelled from school, shall be placed on home instruction.
 4. First Offense for students found to be in possession of and/or intending to distribute substances or paraphernalia:
 - a. ~~Ten~~ Four days out-of-school suspension and two days in-school suspension, exclusion from co-curricular activities until the student is in compliance with and is actively engaged in recommended treatment programs. Reinstatement to school activities is contingent upon Administrative review and subject to continued monitoring and have a confirmed appointment for substance evaluation.
 - b. Prior to returning to school, the student and parent must meet with the SAC and administration and comply with recommended programs.
 - c. Be denied participation in the junior and/or senior proms, senior trip and other activities, including graduation, until all requirements stated in 1.a are satisfied.
 5. Subsequent Offenses for students found to be in possession of and/or intending to distribute substances or paraphernalia:
 - a. ~~Ten days o~~Out-of-school suspension pending superintendent review and/or a board of education hearing.



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- b. A student who has been removed from school for use, possession and/or distribution of substances, other than a student who has been expelled from school, shall be placed on home instruction.

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

- 1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
 - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
 - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;



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- (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
- (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.



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c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.

e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is



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trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
 - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
 - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student’s parent and the Superintendent or designee;



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- (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.



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- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
 - (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.

- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
 - (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
 - (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The



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minimum requirements for the examination will be periodically reviewed and updated as needed.

- (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
 - (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
 - i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
 - j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.



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- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
 - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for



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the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

- (a) The findings of the assessment alone shall not prevent a student from attending school; and
- (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
 - (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.



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E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
 - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
 - c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
 - d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student



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agrees to participate in an appropriate treatment or counseling program.

- (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or



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teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
 7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.
- G. Parent Training Program/Outreach Programs
1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
 2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations



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as to the ways in which the parent may enhance, reinforce, and supplement that program;

- b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
- c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
- d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
- e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.

- 3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

- a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

- 1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
- 2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.



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3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
 - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this



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information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law. The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the SSDS.

Adopted: 14 October 2013

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Revised: TBD



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INTERSCHOLASTIC AWARDS

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Frosh Awards

1st sport	Certificate and letter (4")
2nd sport	Certificate
3rd sport	Certificate

JV Awards

1st sport	Certificate and letter (6")
2nd sport	Certificate
3rd sport	Certificate
2nd year JV	Certificate and small bar

Varsity Awards

1st sport	Certificate, pin and letter (8")
2nd sport	Certificate and pin
3rd sport	Certificate and pin
2nd year Varsity	Certificate and large bar
3rd year Varsity	Certificate and large bar
4th year Varsity	Certificate and large bar

These awards shall be based on the following:

A. General Rules

1. Student-athletes must complete the season to be eligible for awards.
2. In the event of injury or illness where a student-athlete cannot complete the season, it is the coach's discretion whether or not to award a letter.
3. Seniors who have been a regular team member are eligible for a letter.
4. The term "participate" in the award requirements listed below is defined as active involvement in the actual competition for any period of time.

B. To earn a letter in the following sports, the student-athlete must:



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Participate in a minimum of one-third of the total regularly scheduled contests.
This applies to all levels of that sport.

1. Football
2. Soccer
3. Field Hockey
4. Tennis
5. Wrestling
6. Swimming
7. Golf
8. Ice Hockey
9. Lacrosse
10. Cheerleading
11. Volleyball
12. Basketball
13. Baseball
14. Softball
15. **Gymnastics**
16. **Bowling**

- C. To earn a letter in Cross Country, the student-athlete must:
1. Participate in one more than half of the total regularly scheduled contests;
- D. To earn a letter in Spring and Winter Track, the student-athlete must:
1. Participate in one more than half of the total regularly scheduled contests;
and
 2. Score a minimum of seven points.
- E. Additionally, a student who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the district is eligible to earn a varsity letter awarded by the district. A letter deserving participation is to be determined by the advisor/coach in collaboration with the Athletic Director for any activity/sport not identified above.
- F. Championships



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A championship season by a varsity team, individual or award winning performances in the Fine Arts area shall be recognized by the issuance of awards described as follows:

1. Championship recognition shall be for any of the following:
 - a. Northwest Jersey Conference
 - b. Morris County
 - c. Districts (wrestling)
 - d. NJSIAA State Sectional
 - e. NJSIAA State Championship
2. When multiple championships are earned by one team, all championships will be listed on the single plaque awarded to each team member.
3. For a Northwest Jersey Conference, Morris County or District (wrestling) championship, a picture plaque will be issued to each team member.
4. For an NJSIAA State Sectional, State or individual championship each team member or individual shall be ~~awarded a jacket not to exceed \$40.00~~ **provided an appropriate award not to exceed \$50.00** in cost to the Board of Education. Categories of such awards are listed below:

Overall State Championship

Baseball	
Basketball	Boys & Girls
Bowling	
Cheerleading	
Cross Country	Boys & Girls
Field Hockey	
Golf	
Gymnastics	
Ice Hockey	
Indoor Track	Boys & Girls
Lacrosse	Boys & Girls



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Soccer	Boys & Girls
Softball	
Swimming	Boys & Girls
Tennis	Boys & Girls
Track	Boys & Girls
Volleyball	
Wrestling	

State Section Championships

Football

Individual State Championships

Bowling

Cross Country	Boys & Girls
Golf	

Gymnastics

Indoor Track	Boys & Girls
Swimming	Boys & Girls
Tennis	Boys & Girls
Track	Boys & Girls
Wrestling	

For State Honors in the **Visual Fine** and **Performing Liberal** Arts area, individuals will be ~~awarded a jacket or another~~ **provided an** appropriate award not to exceed **\$50.00** ~~\$40.00~~ in cost to the Board of Education. Categories for such awards are listed below:

All-State Band, Orchestra, Chorus, State Teen Arts Festival, Debate

When multiple championships are earned by one team, all championships will be listed on the single plaque awarded to each team member.

5. Award recipients covered within this section of the regulation include any student in grades 6-12.

G. Trophies



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INTERSCHOLASTIC AWARDS

Trophies will be awarded to team captains and players chosen as most valuable player.

The Board of Education will provide only those awards listed above.

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