
The Somerset Hills School District
Regular Meeting Agenda - January 25, 2023
Executive Session - 5:30 P.M.
Public Input & Action - 7:30 P.M.
Bernards High Media Center

I. Call to Order & Welcome

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

II. Roll Call

III. Executive Session

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

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

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

And, be it further,

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

IV. Pledge of Allegiance

V. Roll Call

VI. Report of the Superintendent:

1. Student Representatives’ Report
2. Start Strong Results ~ Fall 2022 - Dr. Olga Edgerton, *District Testing Coordinator and Supervisor of Math, Science, and Technology*, and Ms. Lindsay Barna, *Supervisor of English Language Arts, Visual and Performing Arts, and Media Specialists*
3. New Jersey School Board Recognition Month

WHEREAS, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public school children; and

WHEREAS, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2023 to be School Board Recognition Month; now, therefore, be it

RESOLVED, that the New Jersey State Board of Education recognizes the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

RESOLVED, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members on their local school boards.

VII. Public Comments for Actionable Agenda Items

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

VIII. Approval of Minutes*

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for December 14, 2022 and January 4, 2023.

IX. FINANCE

A. Committee Report & Discussion:

B. Action Items:

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of November 2022 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$11,722,698.47	\$11,722,698.47
(20) Special Revenue Fund	(\$685,124.25)	(\$685,124.25)
(30) Capital Projects Fund	\$371,191.25	\$371,191.25
(40)Debt Service Fund	\$552,155.41	\$552,155.41
Total Government Funds	\$11,960,920.88	\$11,960,920.88

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

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it

RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

2. Approve 2022-2023 Budget Transfers*

Resolved, that the Somerset Hills Board of Education approves the attached list of budget transfers for November 2022.

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached November 2022 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$605,400.95
(20) Special Revenue Fund	—
(30) Capital Projects Fund	—
(40) Debt Service Fund	—
(60) Cafeteria Fund	—
(90) Agency Fund	—
TOTAL	\$605,400.95

4. Payment of Bills*

WHEREAS, the Board Secretary has presented attached December 2022 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$3,861,852.96

(20) Special Revenue Fund	\$75,307.91
(30) Capital Projects Fund	–
(40) Debt Service Fund	–
(60) Cafeteria Fund	\$67,535.29
(90) Agency Fund	\$1,026,662.35
TOTAL	\$5,031,358.51

5. Amend Contract Awards*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the 2022-2023 contracts:

Provider	Service	Est. Amount Not to Exceed
Dr. Allyson Agathis	School Physician	\$26,000 \$26,500

6. Approve Parent Organization Fundraiser*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following parent organization fundraiser for the 2022-2023 school year:

	Organization	School	Event	Date
a	BHS Boys Basketball Booster	BHS	Used clothing donation for Millennium Textiles (.15-.20 per lb reimbursed)	1/28/23
b	Bernards Softball	BHS	Flower-grams	2/1/23- 2/14/23

7. Approve YMCA After School Program

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the Somerset Hills YMCA to provide K-4 academic and social support in an afterschool program, (a component of the previously approved ARP-ESSERIII plan) during the 2022-2023 school year and the 2023-2024 school year, in the amount of \$20,000 funded by ARP-ESSERIII funds.

8. Approve Rutgers University Behavioral Health*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve Rutgers University Behavioral Health Care to provide school based mental health services and professional development for the district, (a component of the previously approved ESSERII plan) from January-June 2023, in the amount of \$30,000 funded by ESSERII funds.

9. Approve Special Education Schools*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following schools for the 2022-2023 school year:

	Student ID #	School	Location	Cost
a.	9247137466	Garfield Park Academy	Willingboro, NJ	\$36,286.92 (Prorated)

b.	8078625033	CPC Behavioral Healthcare, Inc. - High Point School	Morganville, NJ	\$51,579.00 (Prorated)
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10. Special Education Providers*

Resolved that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following service providers for the 2022– 2023 school year and or and/or extended school year:

	Provider	Service	Location	Cost	Not to Exceed
a.	Camden County Educational Services Commission	Out of District Student Transportation	Clementon, NJ	\$224.75 per day	\$25,000.00
b.	Lakeland Regional High School BOE	Out of District Student Transportation	Wanaque, NJ	\$2,937.60	\$5,000.00
c.	MedXwaste	Biohazard Waste Disposal	Deer Park, NY	\$300/Year \$9.75 per 2 Gallon Sharps	\$1,000.00

11. Approve Carryover Funds for Non Public IDEA Grant for 2022-2023*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve amended funds to include carryover from the 2021-2022 school year to the 2022-2023 school year for the IDEA Federal Grant Allocation as follows:

IDEA Basic Carryover Non-Public (21-22): \$33,429
 IDEA Basic Non-Public (22-23): \$59,438
 TOTAL Basic Non-Public: \$92,867

IDEA Preschool Carryover (21-22): \$0
 IDEA Preschool (22-23): \$19,285
 TOTAL Preschool \$19,285

12. Approve 2023-2024 Budget Development Schedule*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the attached 2023-2024 Budget Development Schedule.

13. Approve ROD Grant Application*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, in the County of Somerset, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the Fire Alarm Replacement in Bernardsville Middle School and Bedwell Elementary School and Districtwide WiFi Upgrade to serve as an application to the Office of School Facilities; and

BE IT FURTHER RESOLVED, these projects shall be “Regular Operating District Grant” projects and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District’s Capital Reserve Account.

14. Approve Professional Service Contract*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following appointment for the 2022-2023 school year:

Provider	Service	Est Amt. Not to Exceed
Anderson & Shah, LLC	Legal	\$25,000(\$200/hr-attny; \$85/hr paralegal)

15. Approve 2022-2023 Non-Public Security Aid*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the use of funds for Non-Public Security Aid for the following school:

	Non-Public School	Description	Amount
a	Far Hills Country Day	Verkada CD62 Surveillance Cameras	\$3,625.86
b	Far Hills Country Day	Verkada Camera Mounting Arms	\$752.94
c	Far Hills Country Day	Verkada Pendant Caps	\$518.88
d	Far Hills Country Day	Verkada D32 Door Access Readers	\$1405.30
e	Far Hills Country Day	Verkada CF81-E FishEye Surveillance Cameras	\$6,447.24
f	Far Hills Country Day	Verkada Command Subscription for Cameras 3 Years	\$3,727.71
g	Far Hills Country Day	Verkada CH52-E Panoramic Security Camera	\$2,901.07
h	Far Hills Country Day	Verkada Subscription for CH52 1 Camera 3 Years	\$1,229.00

16. Substitute Staffing Provider*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following service provider for the 2022-2023 school year and extended school year:

	Provider	Service	Location	Cost	Not to Exceed
a	Delta T Group	Teacher/Para Substitutes	Woodbridge, NJ	\$40/hour	\$15,000

17. Approve 2022-2023 Non-Public Technology Aid*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the use of funds for Non-Public Technology Aid for the following school:

	Non-Public School	Description	Amount
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a	School of St. Elizabeth	Google Workspace for Education Plus - 1 yr license for G Suite Enterprises - Term: 1.10.23 - 1.9.2024	\$1,440.00
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X. FACILITIES & OPERATIONS

A. Committee Report & Discussion:

B. Action Items:

1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 14, 2022, and upheld the findings and/or consequences recommended by the Superintendent.

- BES 2022-2023 #6
- BMS 2022-2023 #4, #5, #6

2. HIB Report *

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying case presented on December 14, 2022, and upheld the findings and/or consequences recommended by the Superintendent.

- BHS 2022-2023 #3

XI. CURRICULUM

A. Committee Report & Discussion:

B. Action Items:

1. Approve Field Trips

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following field trips:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BES	Environmental Education Center - Basking Ridge, NJ	38	2	6
b	BES	Environmental Education Center - Basking Ridge, NJ	38	3	6
c	BES	Environmental Education Center - Basking Ridge, NJ	38	3	6
d	BMS	Adventure Aquarium & Battleship - Camden, NJ	110	6	10
e	BMS	Hopatcong State Park - Lake Hopatcong, NJ	100	12	0
f	BMS	Duke Farms - Hillsborough, NJ	20	3	0
g	BMS	Franklin Institute - Philadelphia, PA	122	7	8
h	BMS	Students 2 Science Lab - East Hanover, NJ	40	2	4
i	BMS	Students 2 Science Lab - East Hanover, NJ	40	2	4

j	BMS	Students 2 Science Lab - East Hanover, NJ	38	2	4
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2. Approve Field Trips *

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following field trips:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BHS	MPAC and Hummus Republic - Morristown, NJ	6	4	0
b	BHS	RVCC Planetarium - Branchburg, NJ	31	4	2
c	BHS	East Hanover Tech Center - East Hanover, NJ	30	1	1
d	BHS	East Hanover Tech Center - East Hanover, NJ	30	1	1
e	BHS	Great Swamp - Basking Ridge, NJ	51	1	3
f	BHS	Boston "Harvard Model Congress" Conference - Boston, MA	32	4	0
g	BHS	Robotics Competition - Colts Neck, NJ	10	1	0
h	BHS	Robotics Competition - Monroe Township, NJ	10	1	0

3. Approve Professional Development/School Business

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

	School	Name	Workshop/Conference/School Business	Date(s)	Est. Cost
a	BES	Keri, Chris	School Safety & Violent Event Incident Management Training	2/28/23	\$185
b	BES	DeStefano, Phyllis	A Day for Teaching Grammar & Language Supports for a Range of Students	2/10/23	\$60 (TCRWP contract)
c	BES	Hall, Kristine	A Day for Teaching Grammar & Language Supports for a Range of Students	2/10/23	\$60 (TCRWP contract)
d	BES	Palmieri, Jeremy	2023 SHAPE NJ Annual Convention	2/27/23- 2/28/23	\$275
e	BES	Adams, Jennifer	A Day for Teaching Grammar & Language Supports for a Range of Students	2/10/23	\$60 (TCRWP contract)
f	BES	Leonard, Melissa	NJAGC Conference 2023	3/17/23	\$199

g	BMS	Garofalo, Lisa	School Safety & Violent Event Incident Management Training	2/28/23	\$185
h	BMS	Calabrese, Eric	NJ Center for Civic Education Project Citizen Workshop	3/7/23	\$6.50
i	BMS	Boudreau, Derek	Get to Know the Revised Poetry Reading & Writing Unit for Gr 7/8	3/7/23	\$94 ((\$60 is TCRWP contract))
j	BMS	Kupper, Patricia	FLENJ Annual Conference	3/17/23	\$0

4. Approve Professional Development/School Business*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

	School	Name	Workshop/Conference/School Business	Date	Est. Cost
a	District	DeMarco, Jinnee	School Safety & Violent Event Incident Management Training	2/28/23	\$185
b	BHS	Albanese-DeMair, Christine	Field Trip Chaperone	3/9/23	\$0
c	BHS	Albanese-DeMair, Christine	Field Trip Chaperone	3/13/23	\$0
d	BHS	Albanese-DeMair, Christine	Field Trip Chaperone	4/19/23	\$0
e	BHS	Hogge, Jay	Field Trip Chaperone	2/23/23-2/26/23	\$0
f	BHS	Kaplan, Dan	Field Trip Chaperone	2/23/23-2/26/23	\$0
g	BHS	Pietroluongo, Jade	Field Trip Chaperone	2/23/23-2/26/23	\$0
h	BHS	Corbett, Michael	School Safety & Violent Event Incident Management Training	2/28/23	\$185
i	BHS	O'Brien, Kyle	AMTNJ "Connections Matter" Conference	3/17/23	\$0
j	BHS	Chang, Newstein	2023 Atlanta National Conference on Science Education	3/23/23-3/25/23	\$445
k	BHS	Catelli, Michael	Navigating Sensitive Legal Issues in the Curriculum - NJPSA	2/15/23	\$125
l	BHS	Simoneau, Jon	Frank Glazier Mega Football Clinic	2/23/23-2/25/23	\$343.50
m	BHS	Carmon, Dave	Frank Glazier Mega Football Clinic	2/23/23-2/25/23	\$343.50
n	BHS	Robinson, Carl	Frank Glazier Mega Football Clinic	2/23/23-2/25/23	\$147.50
o	BHS	Connor, Anne	Healthy Somerset Coalition Meeting	1/18/23	\$0

p	BHS	Matthew LaPine	Region Chorus Rehearsal	1/20/23	\$0
q	District	Koransky, Jamie	UCASE Annual Conference	2/9/23	\$75
r	BHS	Pasqua, Jacki	Bringing the Equity Lens into Focus	2/7/23	\$125
s	BHS	Hoppe, Michael	DAANJ State Conference	3/14/23- 3/17/23	\$1039.73
t	BHS	Taesler, Stephen	NJ Music Educators Association Conference	2/23/23- 2/25/23	\$376

5. Amend Professional Development/School Business

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the following professional development/school business, for the 2022-2023 school year:

	School	Name	Workshop/Conference/School Business	Date(s)	Est. Cost
a	BES	Roll, Jill	Medbridge Education Continued.com	Jan-June 2023	\$225 \$99

XII. PERSONNEL

A. Committee Report and Discussion.

B. Action Items:

1. Accept Resignation*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, accepts the resignation of the following employee:

	Name	School	Position	Effective
a	Phetkon, Preeda	BHS	Custodian Full Time	1/12/23

2. Amend Leave of Absence*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the following leave of absence:

	#	Bldg	Position	Type of leave	Dated of Leave/Notes
a	8553	BHS	Teacher	Disability/Sick days FMLA Anticipated Return	11/17/22 - 01/23/23 (paid;w/benefits) 01/24/23 - 04/18/23 (unpaid;w/benefits) 04/19/23 04/24/23

3. Approve Appointment Non-Certified Staff*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the appointment of the following non-certified staff for the 2022-2023 school years, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Step	Salary	Effective
a	Guarneros, Susan	BHS	Custodian Full Time	Phetkon	17	\$48,935	2/1/23
b	Phommachanh,	BHS	Custodian Part Time	Wannarut	10	\$21,433	1/27/23

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4. Approve Overloads*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following overloads for the 2022-2023 school year:

	Type of Support	Teacher	Term	Periods/week	Salary	OVERLOAD Salary prorated
a	Physical Education	Bale Pena, Matt	4/10/23 - 4/21/23	5	\$82,810	\$690.22
b	Physical Education	Brothers, David	4/10/23 - 4/21/23	5	\$106,368	\$886.58
c	Physical Education	Samson, Alyssa	4/10/23 - 4/21/23	5	\$74,840	\$623.79
d	Physical Education	Spautz, Daniel	4/10/23 - 4/21/23	5	\$65,725	\$547.82
e	ESL	Garay, Janet	MP3	5	\$90,175	\$3,758.04
f	ESL	Medina, Pilar	MP3	5	\$62,205	\$2,592.39
g	ESL	Pair, Randall	MP3	5	\$69,105	\$2,879.95
h	ESL	Pasqua, Jaclyn	MP3	5	\$78,095	\$3,254.61
i	ESL	Venezio, Maria	MP3	5	\$111,242	\$4,636.01
j	Special Education	Carey, Amanda	MP3	5	\$65,725	\$2,739.09
k	Special Education	Fresco, Angela	MP3	5	\$111,242	\$4,636.01
l	Special Education	Lehnhoff, Robert	MP3	5	\$70,725	\$2,947.46
m	Special Education	Snyder, Allison	MP3	5	\$86,030	\$3,585.30
n	Special Education	Stypolkowski, Emily	MP3	5	\$67,205	\$2,800.77
o	Special Education	Teets, Ashley	MP3	5	\$67,205	\$2,800.77

5. Approve Substitute*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitute for the 2022-2023 school year *subject to further investigation pursuant to law*:

	Name	Position	Certification	Effective
a	Szarazynski, Brooke	Teacher/Para	County Substitute Certificate	1/2/23

6. Approve the Attainment of the Superintendent's Merit Goals*

Resolved, that the Somerset Hills Board of Education, with the approval of the County Superintendent, approve the attainment of the Somerset Hills School District Superintendent's 2022-2023 Merit Goals:

a	Reimagine accelerated math pathways to broaden access without compromising standards.
b.	Analyze data for 3 key subgroups (economically disadvantaged students, English

language learners, and those with disabilities) across all internal and external data points to inform curricular/programming/operational recommendations.
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XIII. POLICY

- A. Committee Report and Discussion.
- B. Action Items:

1. First Reading*

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

Policy/Regulation #	Title
P1648.11	The Road Forward COVID-19 - Health and Safety (M) <i>(Abolished)</i>
P1648.13	School Employee Vaccination Requirements (M) <i>(Abolished)</i>
P8330 & R8330	Student Records (M) <i>(Revised)</i>
R8420.2	Bomb Threats (M) <i>(Revised)</i>
R8420.7	Lockdown Procedures (M) <i>(Revised)</i>
R8420.10	Active Shooter (M) <i>(Revised)</i>

XIV. Public Comments

Public comments are welcome at this time on any topic. Public Comments will be limited to 3 minutes. Please state your name and address. Thank you for your input.

XV. Supplementary Matters**XVI. Adjournment**

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

limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.

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

Somerset Hills School District

January 25, 2023

ADDENDUM

IX. FINANCE

2. Approve 2022-2023 Budget Transfers*

Resolved, that the Somerset Hills Board of Education approves the attached list of budget transfers for November 2022 **and December 2022**.

18. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of December 2022 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$11,125,362.95	\$11,125,362.95
(20) Special Revenue Fund	(\$304,185.16)	(\$304,185.16)
(30) Capital Projects Fund	\$371,191.25	\$371,191.25
(40)Debt Service Fund	\$812,457.01	\$812,457.01
Total Government Funds	\$12,004,826.05	\$12,004,826.05

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

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

19. Payment of Bills*

WHEREAS, the Board Secretary has presented attached January 2023 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$1,615,280.27
(20) Special Revenue Fund	\$35,622.23
(30) Capital Projects Fund	—
(40) Debt Service Fund	—
(60) Cafeteria Fund	\$87,706.25
(90) Agency Fund	\$412,343.58
TOTAL	\$2,150,952.33

Somerset Hills School District

January 25, 2023

ADDENDUM

20. Amend Independent Auditor To Prepare A41, A42 and Resource Room Actual Costs Per Pupil*

Resolved, that the Somerset Hills Board of Education approve ~~Wiss, Co.~~ PKF O'Connor Davies as the independent auditor to prepare the A41, A42 and Resource Room Actual Costs Per Pupil from the 2021-2022 school year at a cost of \$7,500 to be shared with Bedminster Board of Education. The Somerset Hills Board of Education will be responsible for \$3,750.

XII. PERSONNEL

3. Approve Appointment Non-Certified Staff*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2022-2023 school years, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Step	Salary	Effective
b	Phommachanh, Lita	BHS	Custodian Part Time	Wannarut	10	\$21,433	1/27/23 2/1/23

4. Approve Overload*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following overload for the 2022-2023 school year:

	Type of Support	Teacher	Term	periods/week	Salary	OVERLOAD Salary prorated
p.	Physics	Wagner, Alyssa	MP 3 & 4	5	\$74,260	\$6,189.57

5. Approve Substitute*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitute for the 2022-2023 school year *subject to further investigation pursuant to law*:

	Name	Position	Certification	Effective
b	Gill, Austin	Teacher/Para	County Substitute Certificate	1/26/23 <i>pending clearance</i>

7. Approve Translators*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Translators for the 2022-2023 school year:

	Name	Position	Rate
a	Villagra, Crystal	Translator	\$59.11/Hr

Somerset Hills School District

January 25, 2023

ADDENDUM

8. Approve Administrative Leave with Pay*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following administrative leave with pay:

	Employee	Effective
a	3980	12/20/22 - 12/23/22 1/12/23
b	9600	1/14/23

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[See POLICY ALERT Nos. 210, 222, and 229]

8330 STUDENT RECORDS

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

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

General Considerations

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



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Nonadult ~~A non-adult~~ students may assert rights of access only through **their** ~~his~~ ~~or her~~ parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if **the information contained in the record** ~~such knowledge~~ is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.4 et seq.

Student Information Directory

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

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



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School Contact Directory for Official Use

A school contact directory for official use is a compilation by the ~~school~~ district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

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

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

Maintenance and Security of Student Records

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

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

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



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Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent~~, in accordance with ~~the provisions of N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1~~ Personally identifiable information means ~~student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~

Access to Student Records

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

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

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

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

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

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



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

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

Conditions for Access to Student Records

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

Rights of Appeal for Parents and Adult Students

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

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

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

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



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Retention and Disposal of Student Records

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

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

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

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

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

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

Adopted:



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[See POLICY ALERT Nos. 210 and 229]

R 8330 STUDENT RECORDS

A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, ~~or is attending an institution of postsecondary education~~, or is an emancipated minor.
3. **“Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.**
4. **“Health history” means the record of a person’s past health events obtained in writing, completed by the individual or the individual’s physician.**
53. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
64. “Parent” means the natural or adoptive parent, legal guardian, surrogate **parent** appointed **pursuant** ~~according~~ to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights **pursuant to** ~~under~~ N.J.A.C. 6A:32. In addition, a **resource family foster** parent may act as a parent **pursuant to** ~~under~~ the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.



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75. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
8. **“Personally identifiable information” means, but is not limited to:**
- a. **The student's name;**
 - b. **The name of the student's parent(s) or other family members;**
 - c. **The address of the student or the student's family;**
 - d. **The email address of the student, the student's parent(s), or other family members;**
 - e. **The telephone number of the student, the student's parent(s), or other family members;**
 - f. **A personal identifier, such as the student's Social Security number, student number, or biometric record;**
 - g. **A photo of the student;**
 - h. **The location and times of class trips;**
 - i. **Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;**
 - j. **Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or**
 - k. **Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.**



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9. **“Physical examination” means the assessment of an individual’s health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.**
10. **“School contact directory for official use” means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.**
11. **“Student discipline record” means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student’s record.**
127. **“Student information directory” means a publication of the Board of Education that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student’s: name; grade level; date and place of birth; dates of **school** attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.**
136. **“Student record” means information related to an individual student gathered within or outside the school district and maintained within the school district, regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. **In the absence of any “information related to an individual student,” the document(s) no longer meets the definition of “student record.”****



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B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of ~~Education~~ shall compile and maintain student records and regulate access **in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in **student educational** records in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.1-~~et seq.~~
2. Student records shall contain only ~~such~~ information **that as** is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The ~~school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and **Board local** policies shall be made available upon request. The **Board school-district** shall make every effort to notify parents and adult students in their dominant language.
4. **Nonadult** ~~A non-adult~~ students may assert rights of access only through **their his or her** parent(s). However, nothing in N.J.A.C. 6A:32-7 ~~et seq.~~ or in Policy **8330** or **this** Regulation ~~8330~~ shall be construed to prohibit certified school personnel from disclosing, at their discretion, student records to non-adult students or to appropriate persons in connection with an emergency, if **the information contained in the record such-knowledge** is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to **the student's their own** records and have access to, or be specifically informed about, only **the that** portion of another student's record that contains information about **the student his or her own child or himself or herself**.



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6. **All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.**
 76. The Superintendent or designee shall require all ~~permitted~~ student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the **information material** contained therein. The reviewer shall cause **information data** no longer descriptive of the student or educational program to be deleted from the records, except that prior notice shall be given for ~~classified~~ students **with disabilities** in accordance with N.J.A.C. 6A:14, Special Education. **The deleted** ~~Such~~ information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
 87. No liability shall be attached to any member, officer, or employee of the Board of ~~Education~~ permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 ~~et seq.~~
 98. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the ~~school~~ district shall provide interpretation of the student records in the dominant language of the parents or adult student.
 109. Student health records shall be maintained separately from other student records. **Student health records also shall be maintained and handled**, according to the requirements of N.J.A.C. 6A:32-7.1 ~~et seq.~~, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)
1. The Board of ~~Education~~ shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.



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2. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about the student that is contained in the school contact directory for official use.

a. ~~School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.~~

b. ~~Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about that student that is contained in the school contact directory for official use.~~

32. ~~A~~ To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify, **in writing**, the Superintendent or designee **of their request to exclude any information from the school contact directory for official use** ~~in writing~~.

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, **record of daily** attendance, classes attended, grade level completed, year completed, and years of attendance;



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- b. ~~Record of daily attendance;~~
 - be. Descriptions of **the** student's progress according to the **Board's system** of student **performance data evaluation** ~~used in the school district;~~
 - cd. History and status of physical health compiled in accordance with State regulations, including **immunizations and** results of any physical examination(s) given by qualified ~~school~~ district employees ~~and immunizations;~~
 - de. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - ef. All other records required by N.J.A.C. 6A.
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy **8330** and **this** Regulation ~~8330~~. These records may include, but are not limited to:
- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, **or** adult student, ~~or emancipated minor regarding the student's achievements or school activities;~~



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- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- ~~j. Records of disciplinary infractions, penalties, and disciplinary hearings;~~
- jk. Records of the student's co-curricular and athletic activities and achievements;
- kl. Class rank;
- lm. Awards and honors;
- mn. Notations of additional records maintained in a separate file;
- no. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- op. Entries indicating review of the file by an authorized person;



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E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

1. The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district and shall devise procedures/regulations for assuring that access to **student** ~~such~~ records is limited to authorized persons.
2. **The Board may store all student records** ~~Records for each individual student may be stored~~ either electronically or in paper format. ~~When student records are stored electronically, proper security and backup procedures shall be administered.~~
 - a. **When student records are stored electronically, proper security and backup procedures shall be administered.**
3. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~
4. Records shall be accessible during the hours in which the school program is in operation.
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after **a student's** graduation, **or** termination from the ~~school~~ district, or **to** age twenty-three, whichever is longer, ~~and~~ **The mandated student records** shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district **or school** website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

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



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student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1(g) ~~et seq.~~ within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

- ~~2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.~~
23. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth ~~at in~~ N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
3. **The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.**
4. Access to, and disclosure of, a student health record shall meet the requirements of ~~the Family Education Rights and Privacy Act FERPA, 20 U.S.C. §1232g, and 34 CFR C.F.R. Part 99 (FERPA).~~
5. **Organizations, agencies, and persons authorized to access student records shall include only the following:**
 - a. **The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;**
 - (1) **The place of residence shall not be disclosed; and**



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- (2) Access shall not be provided if denied by a court;
- b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
- c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the adult student's consent;
- d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
- e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
- (1) An approved private school for students with disabilities;
- (2) A State facility;
- (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or



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- (4) Clinics and agencies approved by the New Jersey Department of Education;**
- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;**
 - g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;**
 - h. Accrediting organizations to carry out their accrediting functions;**
 - i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;**
 - j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:**
 - (1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;**



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- (2) **Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;**
 - (3) **All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;**
 - (4) **The Superintendent or designee shall request, in writing, all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;**
 - (5) **Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and**
 - (6) **Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;**
- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;**



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- l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;**
 - m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);**
 - n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;**
 - o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and**
 - p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will be used under strict conditions of anonymity and confidentiality.**
- 6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.**



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7. **In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.**
 - a. **When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.**

~~G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:32-7.5(e))~~

~~Access shall include only the following:~~

- ~~1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:
 - a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.~~
- ~~2. Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;~~
- ~~3. An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court~~



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~~of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;~~

- ~~4. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;~~
- ~~5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4:
 - ~~a. An approved private school for the disabled;~~
 - ~~b. A State facility;~~
 - ~~c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or~~
 - ~~d. Clinics and agencies approved by the Department of Education.~~~~
- ~~6. To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;~~
- ~~7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;~~



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- ~~8. Accrediting organizations in order to carry out their accrediting functions;~~
- ~~9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;~~
- ~~10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - ~~a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;~~
 - ~~b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending receiving relationship exists between the school districts;~~
 - ~~c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~
 - ~~d. The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;~~
 - ~~e. Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and~~~~



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- ~~f. — Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.~~
- ~~11. — Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;~~
- ~~12. — Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;~~
- ~~13. — Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);~~
- ~~14. — Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;~~
- ~~15. — Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;~~
- ~~16. — Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;~~
- ~~17. — Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from~~



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~~disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and~~

- ~~18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 the Family Educational Rights and Privacy Act (FERPA).~~

GH. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

1. All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to ~~the records of~~ a student **record**, subject to the following conditions:
 - a1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
 - b2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee, the request in writing, together with any required authorization.
 - c3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records, where necessary, and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student(s), or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records **inspected** ~~studied~~, and the purposes for which the data will be used.



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d4. Prior to disclosure of student records to organizations, agencies, or persons outside the ~~school~~ district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. ~~The Such~~ notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.

~~(1)a.~~ Notice to the parent shall not be required when **the parent** ~~he or she~~ is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. §1232g(b)(2)(B).

e5. A record may be withheld from a parent or from an adult student only when the ~~school~~ district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of **the** ~~his or her~~ request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

III. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissible~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may **request:** ~~seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.~~



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- a. **Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;**
 - b. **Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;**
 - c. **The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or**
 - d. **Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.**
2. To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, **a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record** ~~the process shall be as follows:~~.
- ~~a. A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student record.~~
 - ab.** Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the request.
 - ~~e. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.~~
 - bd.** If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal **the district's** ~~this decision to the Board of Education.~~



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- ce. If an appeal is made to the Board of Education, **the Board shall render a decision** ~~a decision shall be rendered~~ within twenty school days. ~~The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes.~~
 - d. **The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue.**
 - e. **A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.**
 - f. ~~At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.~~
- 3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b) and I.2.** above.
 - 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal. The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the student record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party** ~~disagreement with the decision made in the appeal.~~



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- a. ~~Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.~~

II. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Student records of currently enrolled students, other than the records ~~that must be maintained for one hundred years as described at in~~ N.J.A.C. 6A:32-7.8(fe) and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. **The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.**
 - a. ~~Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~
3. Upon graduation or permanent departure of a student from the school district:



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- a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
- b. Information in student records, other than that described at ~~in~~ N.J.A.C. 6A:32-7.8(fe) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. **The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.**
- ~~c. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.~~
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep, for one hundred years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Issued:



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Dec 22
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[See POLICY ALERT Nos. 191 and 229]

R 8420.2 BOMB THREATS

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

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

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



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- ~~(3) — The identity of the person who placed the bomb, if the caller denies responsibility;~~
- ~~(4) — The means by which the bomb was delivered to the site;~~
- ~~(5) — The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~
- ~~(6) — Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

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

- ~~1. — The Principal or designee will immediately call:
 - ~~a. — The Police Department/local law enforcement;~~
 - ~~b. — The Fire Department; and~~
 - ~~c. — The Superintendent's office.~~~~
- ~~2. — If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:
 - ~~a. — The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
 - ~~b. — If the Principal or designee determines that time permits, pupils will empty their lockers and leave them unlocked; and~~
 - ~~c. — School staff members and pupils will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~~~



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3. ~~If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
4. ~~The Principal or designee will also:~~
 - a. ~~Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~
 - b. ~~Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
 - c. ~~Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
 - d. ~~Allow law enforcement officials to control the scene upon their arrival.~~
5. ~~School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
 - a. ~~Direct pupils to gather personal belongings in the classroom or within their immediate area;~~
 - b. ~~Instruct pupils to not use any electronic communication device until instructed otherwise;~~
 - c. ~~Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
 - d. ~~Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~



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- e. ~~Take the pupil roster and the day's attendance;~~
 - f. ~~Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;~~
 - g. ~~Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;~~
 - h. ~~Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
 - i. ~~Not speak to the media or permit media to interview any pupil.~~
6. ~~If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.~~
7. ~~In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:~~
- a. ~~Work with law enforcement officials to ensure the continued safety of pupils and staff;~~
 - b. ~~Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and~~
 - c. ~~In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~



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Bomb Threats

8. ~~The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
9. ~~All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
10. ~~In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
11. ~~The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

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

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

Adopted:



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[See POLICY ALERT Nos. 183, 191, and 229]

R 8420.7 LOCKDOWN PROCEDURES

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

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

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

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

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

- ~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
- ~~b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~



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- e. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
- d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
- 3. ~~School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
 - a. ~~Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - b. ~~Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - e. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - d. ~~Close and lock doors and windows from inside the room, if possible;~~
 - e. ~~Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
 - f. ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - g. ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~



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4. ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
 5. ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
 6. ~~Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
 7. ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
 8. ~~Lockdown Procedures for Those in Exposed Areas—Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these students may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~
- B. ~~Procedures After Lockdown Situation is Brought Under Control~~
- ~~[Insert below the procedures to be implemented after lockdown situation is brought under control]~~
1. ~~After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~



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

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

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

Adopted:



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Active Shooter

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[See POLICY ALERT Nos. 191 and 229]

R 8420.10 ACTIVE SHOOTER

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

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

1. ~~If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~
 - a. ~~Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~
 - b. ~~Contact local law enforcement;~~
 - c. ~~Inform the Superintendent of Schools;~~
 - d. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~
 - e. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~



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Active Shooter

- ~~f. — Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~
- ~~2. — The Principal and/or designee will also:~~
 - ~~a. — Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
 - ~~b. — Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
 - ~~c. — Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - ~~d. — Will allow local law enforcement officials to control the scene upon their arrival.~~
- ~~3. — School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~
 - ~~a. — If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
 - ~~b. — Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
 - ~~c. — Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~



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- d. — ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - e. — ~~Close and lock doors and windows from inside the room, if possible;~~
 - f. — ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~
 - g. — ~~Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - h. — ~~Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
4. — ~~Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
 5. — ~~Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
 6. — ~~Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
 7. — ~~The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~



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8. ~~Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~

9. ~~The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~

10. ~~The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

B. ~~Procedures After Active Shooter Situation is Brought Under Control~~

1. ~~After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~

2. ~~Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~

3. ~~The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~



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

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

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

Adopted:

