

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES SPECIAL MEETING**

**March 28, 2022, 6:30 PM**

**In-Person and Via Zoom**

**Link Community Charter School**

**23 Pennsylvania Avenue, Newark, New Jersey 07114**

**Approved Minutes**

**LINK COMMUNITY CHARTER SCHOOL MISSION**

Link Community Charter School will provide an outstanding elementary and middle school education for learners of all academic abilities by developing the mind, body and spirit through a strong curriculum, experiential learning, immersion in the arts, and an enduring commitment to Core Values; this will allow them to be successful in competitive high schools and become responsible and resourceful citizens who give back to others.

**CALL TO ORDER**

This meeting was called to order at 6:34pm by Brenda Daughtry, board chair.

**FLAG SALUTE**

**OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT**

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the New Jersey *Star Ledger* and *nj.com*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on March 15, 2022; by email to the city clerks of the four districts of residence and the county superintendent of education on March 15, 2022; by posting notice on the school website; and by communicating same to the Board of Trustees.

**ROLL CALL**

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Barkley, Ms.	√	
Clarke-Avignant, Mrs.	√	
Covington, Mrs.		√
Daughtry, Mrs.	√	
Ebanks, Ms.	√	
Holguin-Veras, Mrs.		√
Marshall, Mr.		√
Petrillo, Mr.		√
Smith, Mrs.	√	

**IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY**

Maria Pilar Paradiso, Head of School

Debbie Paczkowski, Board Recording Secretary

Bima Baje, School Business Administrator

Christine Martinez, Esq., Board Attorney

Sharon Machrone, Director of Communications

## **APPROVAL OF MINUTES**

**Resolution #032822-01:** Be it Resolved that the Board of Trustees accepts and approves the minutes of the regular board meeting held on March 14, 2022.

Moved by Mrs. Smith

Second by Ms. Barkley

Vote: Voice; passed unanimously

## **APPROVAL OF AGENDA**

**Resolution #032822-02:** Be it Resolved that the Board of Trustees accepts and approves the agenda for the special board meeting on March 28, 2022.

Moved by Mrs. Smith

Second by Ms. Barkley

Vote: Voice; passed unanimously

## **PRESENTATION**

- Proposed Budget 2022-2023, Mrs. Maria Pilar Paradiso, Head of School  
Mrs. Bima Baje, School Business Administrator  
Mrs. Leslie Baynes, Chief Operating Officer

## **PUBLIC COMMENT**

During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility, nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.

## **CLOSING OF PUBLIC COMMENT**

Mr. Garth Naar, West Orange, NJ, prospective board member, introduced himself to the board.

Seeing there were no other comments from members of the public, Mrs. Daughtry closed the public comment portion of this meeting.

## **ACKNOWLEDGMENT OF CORRESPONDENCE**

None

## **HEAD OF SCHOOL**

None

**Approval of field trip**

**Resolution #032822-03:** Be it Resolved that the Board of Trustees approves the following field trip, with contracted school bus transportation to and from site, as recommended by the head of school.

<b>Grade</b>	<b>Trip</b>	<b>Date/Time</b>	<b>Location</b>	<b>Funded by</b>
8 <sup>th</sup> Grade	Ellis Island Statue of Liberty	June 19, 2022	200 Morris Pesin Drive, Jersey City, NJ 07305	LEP

Moved by Mrs. Smith

Second By Ms. Barkley

Vote: Roll Call; passed unanimously

**Approval of stipend**

**Resolution #032822-04:** Be it Resolved that the Board of Trustees approves the following stipend for the remainder of the 2021-2022 school year, as recommended by the head of school.

<b>Name</b>	<b>Position</b>	<b>2021-2022 Stipend</b>	<b>Funding Source</b>	<b>Effective Date</b>
Isabella Meliado	Support Catapult Learning Friday afternoons 1pm-4pm	\$35 per hour For 11 days/Max \$1200.	LCCS	March 18, 2022

Moved by Mrs. Smith

Second By Mrs. Clarke-Avignant

Vote: Roll Call; passed unanimously

**Approval of stipend**

**Resolution #032822-05:** Be it Resolved that the Board of Trustees approves the following stipend for the 2021-2022 school year, as recommended by the head of school.

<b>Name</b>	<b>Position</b>	<b>2021-2022 Stipend</b>	<b>Funding Source</b>	<b>Effective Date</b>
Rosa Martinez	Girls on the Run Program Coaches	\$75 per day 2x a week for 8 weeks/Max \$1200.	LEP	April 01, 2022
Annie Tanella	Girls on the Run Program Coaches	\$75 per day 2x a week for 8 weeks/Max \$1200.	LEP	April 01, 2022
Danielle Stone, JV	Girls on the Run Program Coaches	N/A	N/A	April 01, 2022

Moved by Mrs. Smith

Second By Mrs. Clarke-Avignant  
Vote: Roll Call; passed unanimously

**Governance Committee**

None

**PRESENTATION**

- Presentations on evaluations, Mrs. Sharon Machrone, Director of Communications

**Approval of second reading and adoption of policies and regulation changes**

**Resolution #032822-06:** Be it Resolved that the Board of Trustees approves the second reading and adoption of the revisions to the following, as recommended by the governance committee.

P 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (R)  
P 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (R)  
R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (R)  
P 2622 Student Assessment (M) (R)  
R 2622 Student Assessment (M) (R)  
P 3233 Political Activities (Recommended) (Revised)  
P 5541 Anti-Hazing (Mandated) (New)  
P 8465 Bias Crimes and Bias-Related Acts (M) (R)  
R 8465 Bias Crimes and Bias-Related Acts (M) (R)  
P9560 Administration of School Surveys (M) (R)

Moved by Mrs. Smith  
Second By Ms. Barkley  
Vote: Roll Call; passed unanimously

**Finance Committee**

None

**Approval of budget**

**Resolution #032822-07:** Be it Resolved that the Board of Trustees approves the attached budget for the 2022-2023 school year, as recommended by the school business administrator.

Moved by Mrs. Smith  
Second By Ms. Barkley  
Vote: Roll Call; passed unanimously

**Approval of ESEA 2021-2022 Amendment**

**Resolution #032822-08:** Be it Resolved that the Board of Trustees approves the attached resolution, as recommended by the school business administrator.

Moved by Mrs. Smith  
Second By Ms. Barkley  
Vote: Roll Call; passed unanimously

**OLD BUSINESS**

None

**NEW BUSINESS**

None

### **ANNOUNCEMENTS**

The next regular board meeting will be held virtually and in person on Monday, April 18th, 2022.  
Mrs. Paradiso announced LEP's Mind, Body, & Spirit Breakfast at Link Community Charter School on Friday, April 29<sup>th</sup>.

### **MOTION TO ADJOURN**

Moved by Mrs. Smith

Second by Ms. Barkley

Vote: Voice; passed unanimously

The meeting was adjourned at 7:58pm.

These minutes represent a record of actions taken by the Board of Trustees during the meeting and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Debra Paczkowski', with a long horizontal flourish extending to the right.

Debra Paczkowski, Board Recording Secretary

Date: March 28, 2022

Approved by the Link Community Charter School Board of Trustee: April  
18, 2022

**Link Community Charter School  
Board of Trustees  
23 Pennsylvania Avenue  
Newark, NJ 07114**

**Resolution #032822-08**

**Resolution authorizing the submission of the amendment for ESEA 2021-2022**

**WHEREAS**, Link Community Charter School is entitled to approximately \$210,282 in funds; and

**WHEREAS**, the application covers the period from 2021-2022; and

**WHEREAS**, the year 2020-2021 allocation has rolled over balance of \$9,250.00

**Now therefore be it resolved that the board of trustees of Link Community Charter School, Inc. authorizes the submission of ESEAS budget amendment as presented.**

I hereby certify that these resolutions were adopted by the Board of Trustees of Link Community Charter School, Inc. at its special meeting held on March 28, 2022.



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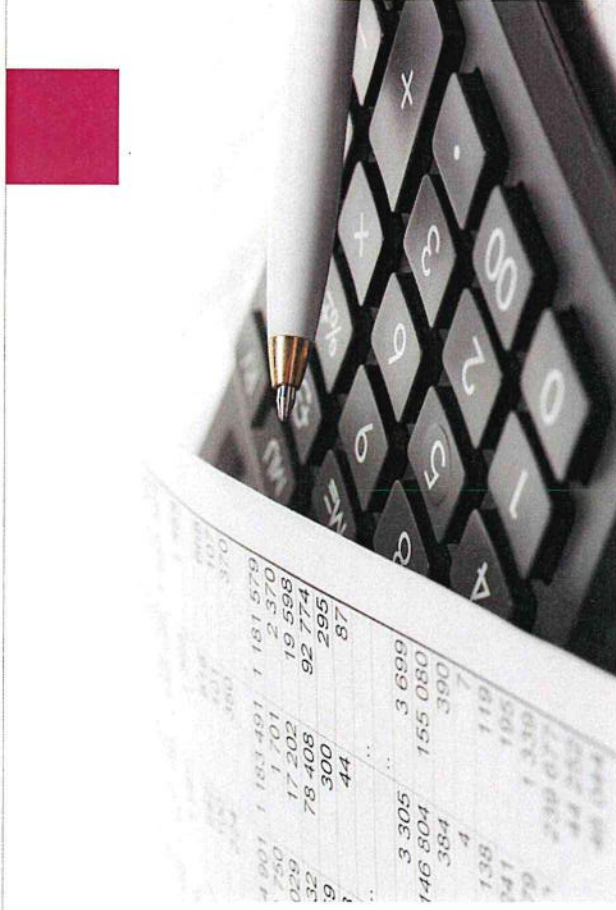
Debbie Paczkowski, Board Recording Secretary



23 Pennsylvania Ave  
Newark, NJ 07114

March 28, 2022

**Budget Presentation  
School Year 2022-2023**



**Admin team**



# BUDGET HIGHLIGHTS

- ▶ Fund Balance Analysis
- ▶ Revenues
- ▶ Expenses
- ▶ Enrollment
- ▶ 10 Year Projection without Expansion
- ▶ 10 Year Projection with Expansion



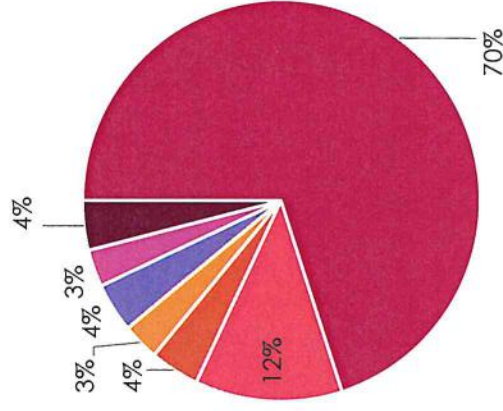


## FUND BALANCE ANALYSIS

Estimated Fund balance 6/30/22	\$2,515,552
Estimated Change in Net Assets 6/30/23	(\$12,435)
Projected Fund Balance 6/30/23	\$2,503,116

# PROJECTED REVENUES

▶ Equalization/Local Levy Aid - Local Share	805,712
▶ Equalization/Local Levy Aid - State Share	4,566,572
▶ Categorical Special Education Aid	265,905
▶ Categorical Security Aid	172,996
▶ Adjustment Aid	283,320
▶ Other State Revenue	221,781
▶ Restricted - Special Revenue Fund	242,521
<b>Total</b>	<b>6,558,807</b>

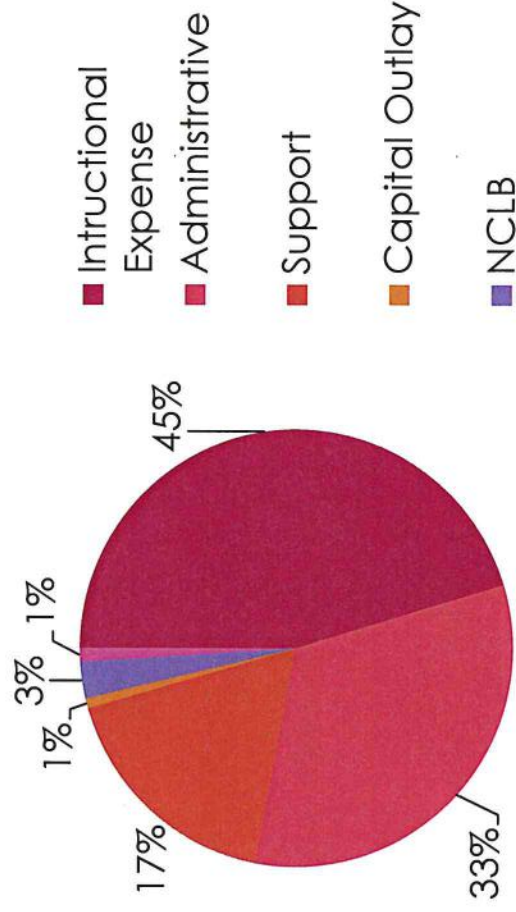


- Equalization/Local Levy Aid - State Share
- Equalization/Local Levy Aid - Local Share
- Categorical Special Education Aid
- Categorical Security Aid
- Adjustment Aid
- Other State Revenue
- Restricted - Special Revenue Fund

# Expenses

Instructional Expense	3,013,576
Administrative	2,126,827
Support	1,140,819
Capital Outlay	47,500
ESEA	175,849
IDEA	<u>66,672</u>
<b>Total</b>	<b>6,571,242</b>

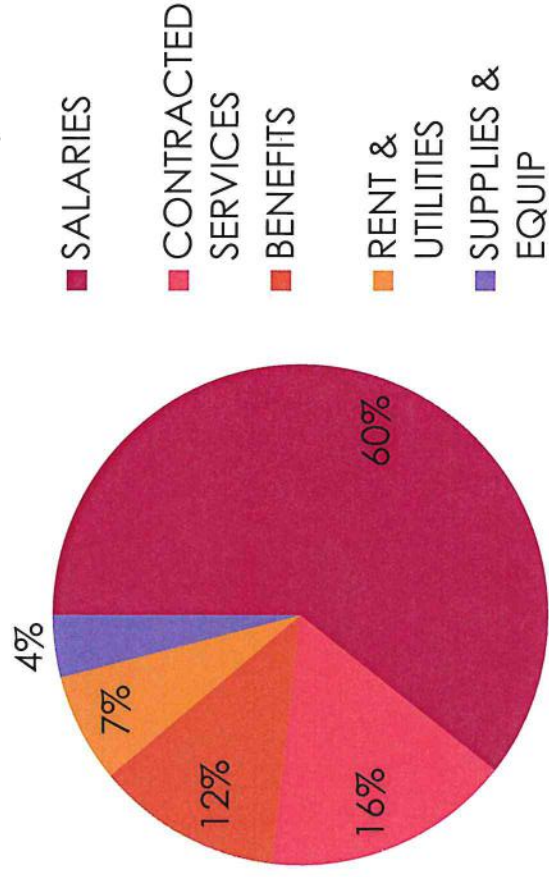
**Expense Per Pupil = \$18,253**



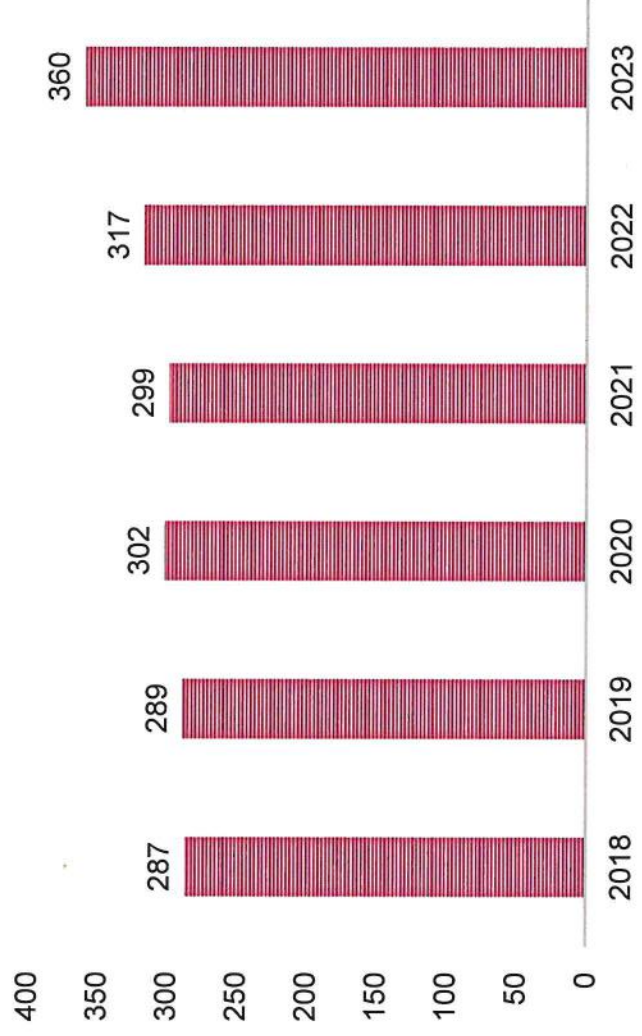


# EXPENSES

▶ SALARIES	3,968,661
▶ CONTRACTED SERVICES	1,075,540
▶ EMPLOYEE BENEFITS	813,766
▶ RENT AND UTILITIES	470,135
▶ SUPPLIES AND EQUIPMENT	243,140



# Enrollment





# 10 Year Budget Projection

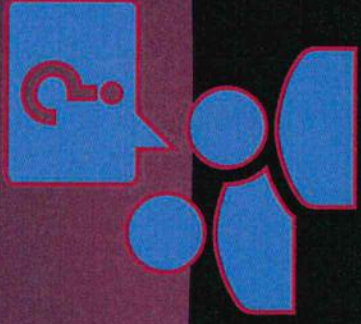
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
<b>ENROLLMENT</b>	317	360	380	400	450	450	450	450	450	450
<b>REVENUES</b>	\$5,806,646	\$6,558,807	\$6,845,661	\$7,206,317	\$8,092,007	\$8,091,747	\$8,076,144	\$8,081,029	\$8,086,012	\$8,091,094
<b>EXPENSES</b>	\$5,309,015	\$6,571,242	\$7,515,753	\$8,073,423	\$8,443,170	\$8,344,538	\$8,315,070	\$8,434,575	\$8,558,291	\$8,659,610
<b>CHANGE IN NET ASSETS</b>		(\$12,435)	(\$670,092)	(\$867,106)	(\$351,163)	(\$252,791)	(\$238,925)	(\$353,546)	(\$472,280)	(\$568,516)
<b>FUND BALANCE</b>	\$2,515,552	\$2,503,116	\$1,833,024	\$965,919	\$614,755	\$361,964	\$123,039	(\$230,507)	(\$702,786)	(\$1,271,303)

# 10-Year Projection with Increased Enrollment

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
ENROLLMENT	317	360	380	400	450	450	450	485	510	535
REVENUES	\$5,806,646	\$6,563,780	\$6,845,661	\$7,211,389	\$8,097,180	\$8,101,996	\$8,086,499	\$8,776,391	\$9,847,253	\$10,287,857
EXPENSES	\$5,309,015	\$6,642,715	\$7,508,553	\$8,176,438	\$8,473,761	\$8,450,823	\$8,422,841	\$8,638,811	\$8,880,660	\$9,004,680
CHANGE IN ASSETS		<u>\$78,935</u>	<u>(\$62,892)</u>	<u>(\$965,049)</u>	<u>(\$376,581)</u>	<u>(\$348,827)</u>	<u>(\$336,341)</u>	<u>\$137,580</u>	<u>\$996,592</u>	<u>\$283,177</u>
FUND BALANCE	\$2,515,552	\$2,436,616	\$1,773,724	\$808,675	\$432,094	\$83,267	(\$253,074)	(\$115,495)	\$851,097	\$3,593,980



# Questions







End of Presentation

# **ANNUAL EVALUATIONS**

- **Annual Board Evaluation**
  - **Annual Board Goals**
- **Annual HOS Evaluation**

**March 14, 2022**

# **Why do we complete an annual evaluation?**

- State requirement
- Best practice of good governance
- Working towards improvement

# I. Board Self Evaluation, 2021-2022

**Evaluation Tool: NJSBA Board Self  
Evaluation Tool for Charter Schools**

## **Areas for Review**

**Q1. Mission, Vision, and Goals**

**Q2. Capacity**

**Q3. Compliance and Operations**

**Q4. Student Achievement**

**Q5. Resource Management and Compliance**

**Q6. Stakeholder Relationships /Engagement**

**Q7. Board's Strengths**

**Q8. Areas for the Board's Future Focus**

**Q9. Needs for More Effective Board**

## Measuring Performance: Q 1 - 6

About the Board: How you rate the board's performance in each area on a scale of 1-4

About You as a Board Member: How you rate YOUR personal performance in each area on a scale of 1-4

Rating Scale:

4 = Commendable

3 = Good

2 = Adequate

1 = Unsatisfactory

Not Observed

After each area, board members are asked to write comments and examples to support the rating.

## Reflections: Q 7-9

List your reflections/ideas for each of the three questions: board strengths, future focus, and needs to support effectiveness.

# Q&A



## II.

# Board Goals Review

## 2021-22 Board Goals

### **Learning Acceleration**

Ensure that learning loss from the pandemic era is addressed so that all students succeed.  
*(By June 2022, 75% of students will demonstrate an acceleration in learning (reversing learning loss due to remote instruction during the pandemic), as demonstrated by state and school assessments.)*

### **Return to In-Person Learning**

Ensure an efficient, effective, and safe return to in-person learning in the fall.  
*(By October 15, 2021, 90% of students enrolled in the 2021-2022 school year will have returned to school to in-person instruction and 90% of parents will rate as satisfactory the return – the plan, procedures, and processes - as evidenced through a survey.)*

### **Implementation of Kindergarten**

Ensure the successful implementation of the kindergarten program.  
*(By September 7, 2021, Link will be prepared for its inaugural kindergarten class as evidenced by: 100% enrollment; 100% staffing in place; curriculum outlined for all kindergarten classes/subject areas; and all spaces to be utilized by kindergarten furnished and functional.)*

# Q&A

### III.

## Annual HOS Evaluation

**Evaluation Tool: NJSBA Superintendent  
Evaluation Tool**

## Standards for Review

1. Mission, Vision, and Core Values
2. Governance, Ethics & Professional Norms
3. Operations Management
4. Curriculum, Instruction, Assessment & School Improvement
5. Community of Care, Equity & Family Engagement
6. Professional Capacity/Community of School District Personnel

## Performance Levels

**Description provided at top of  
sheet for each standard**

Exemplary

Proficient

Area for Growth

Unsatisfactory

Not Observed

# **GENERAL NOTES ON EVALUATIONS**

## EVALUATION TIMELINES

### Board Self Evaluation

**Start:** A Survey Monkey link to the evaluation will be emailed to you by the NJSBA on or about **March 29, 2022.**

**Complete by:** **April 25, 2022**

### Head of School Evaluation

**Start:** Head of School will begin immediately. Board members begin when they receive the email from the NJSBA to begin which will happen 48 hours after the Head completes her evaluation.

**Head of School complete by:** **April 22, 2022**

**Board Members complete by:** **May 20, 2022**



## EVALUATION PARTICIPATION

We are looking for 100% participation in **BOTH** evaluations.

### PROCESS

- Identify quiet space and time to complete each evaluation.
- Read through the evaluation tools carefully and gather your thoughts before starting.
- The HOS evaluation contains “artifacts” provided by the school leader that you can review to assess her performance on each standard.
- If you can’t answer a question or standard, select “Not observed.”
- Reach out to Sharon Machrone to answer questions about the tools or the process.

## EVALUATION REVIEW

**May 9, 2022 Board Meeting:** Review the results of the Board Self Evaluation and set goals for 2022-2023.

**June 13, 2022 Board Meeting:** Go into Executive Session to discuss the Head of School Evaluation

# Q&A

**SUMMARY OF POLICY AND REGULATIONS REVISIONS/ADDITIONS FOR THE LCCS BOARD MEETINGS ON MARCH 7, 2022 AND APRIL 18, 2022**

- P 2415.05      Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (Mandated) (Revised)**  
This policy, which addresses the issue of a school administering a survey, analysis, etc. funded in whole or in part by a program of the USDOE, has been rewritten to provide additional detail based on Federal Code requirements and replaces the original policy.
- P & R 2431.4      Prevention and Treatment of Sports-Related Concussions and Head Injuries (Mandated) (Revised)**  
This policy and regulation have been rewritten to address the revisions in NJ law to include intramural sports along with interscholastic sports and cheerleading programs. In addition, the new law requires schools to implement a graduated, six-step return-to-competition process developed by the CDC, which are incorporated in the regulation guide. The policy and regulation cover Kindergarten through 8<sup>th</sup> grade at Link. These documents replace the current ones.
- P & R 2622      Student Assessment (Mandated) (Revised)**  
This policy has been rewritten to reflect recent revisions in the NJ Administrative Code. Also Strauss Esmay developed a new regulation guide which aligns to the revisions in the code. The NJDOE is implementing an approved English language proficiency assessment for English Language Learners with IEPs. Another change is that the Head of School is now required to report only the final results of the annual assessments to the Board and public.
- P3233      Political Activities (Recommended) (Revised)**  
This policy has been revised to change the term “County Board of Chosen Freeholders” to Board of County Commisioners,” based on administrative code revisions. Other minor wording revisions have been included.
- P5541      Anti-Hazing (Mandated) (New)**  
A new state law that went into effect on March 1, 2022 requires schools, including middle schools, to adopt an anti-hazing policy. This new policy includes definitions of hazing, reporting, investigations, involvement of law enforcement, and penalties. (If, after investigation, an incident appears to be HIB, the school would conduct a separate investigation for that. Also note that the NJDOE did not provide a lot of detail on investigating incidents, so Strauss Esmay recommends hazing claims be investigated using the same procedures as student code of conduct violations in Policy 5600. If the state releases additional guidance, Strauss Esmay will update the policy accordingly.
- P & R 8465      Bias Crimes and Bias-Related Acts (Mandated) (Revised)**  
These have been updated to align with NJ administrative code and the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials addendum regarding bias acts. “Gender identification” and “national origin” have been added to the protected classes. “School property” has been changed to “school grounds.” Reporting to law enforcement is now “prompt” instead of “immediate.” (Note: there are some difference between the code and the MOU. Strauss Esmay has revised the guides to reflect the administrative code.)
- P9560      Administration of School Surveys (Mandated) Revised)**  
When Strauss Esmay set up our policies and regulations in 2014, they duplicated P 2415.05 (see above). They are now separating the two documents – 2415.05 addresses Federal law and 9560, State Law. The policy has been re-written based on a new state statute allowing schools to

administer anonymous, voluntary surveys, evaluations, etc. concerning student health, behaviors, and relationship questions but only with parental permission. The new policy includes the process for informing parents and the topics that can be asked.

# POLICY GUIDE

PROGRAM

2415.05/page 1 of 7

Student Surveys, Analysis, and/or Evaluations,  
**Examinations, Testing, or Treatment**  
M

## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

### A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).





# POLICY GUIDE

PROGRAM

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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
**Examinations, Testing, or Treatment**

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

B. Parents’ or Emancipated Students’ Right to Inspection of Materials -  
34 CFR §98.3 and 20 USC §1232(c)

1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).
  - a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
  - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).



# POLICY GUIDE

PROGRAM

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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
**Examinations, Testing, or Treatment**

3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
  - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).
- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
  1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sex behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or



# POLICY GUIDE

PROGRAM

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Student Surveys, Analysis, and/or Evaluations,  
**Examinations, Testing, or Treatment**

- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.
- D. Protections of Students' Rights for Surveys, Analysis, or Evaluation - 20 USC §1232h
  - 1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
    - a. Political affiliations or beliefs of the student or the student's parent;
    - b. Mental and psychological problems of the student or the student's family;
    - c. Sex behavior or attitudes;
    - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
    - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
    - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
  - 2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)



# POLICY GUIDE

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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
**Examinations, Testing, or Treatment**

- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
    - (2) The administration of any survey containing one or more of the items listed in D.1. above.
    - (3) Any nonemergency, invasive physical examination or screening that is:
      - (a) Required as a condition of attendance;
      - (b) Administered by the school and scheduled by the school in advance; and
      - (c) Not necessary to protect the immediate health and safety of the student, or of other students.
  - b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
- a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:



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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
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- (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
- (2) Book clubs, magazines, and programs providing access to low-cost literary products;
- (3) Curriculum and instructional materials used by schools in the district;
- (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
- (6) Student recognition programs.

b. The provisions of this Policy:

- (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and
- (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.



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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
**Examinations, Testing, or Treatment**

4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student's privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Head of School or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as  
amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted:





## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD

### 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

#### M

A concussion is a traumatic brain injury caused by a ~~direct or indirect~~ blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, ~~problem solving, planning, memory, and behavioral problems~~. In order to ensure the safety of students that participate in athletic ~~competition~~, interscholastic athletics and cheerleading programs, it is imperative that student athletes, cheerleaders, coaches and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student athlete or cheerleader to return to ~~athletics~~ play before recovering from a concussion increases the chance of a more serious brain injury.

~~Every school that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports related concussions and other head injuries among student athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" athletic competition shall include middle school interscholastic athletic programs where school teams or squads play teams or squads from other schools, intramural athletic programs within a school, and any cheerleading program or activity in the school. ,shall be fifth through eighth grade school sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school schools. For the purpose of this Policy, "cheerleading program" shall be fifth through eighth grade school sponsored cheerleading programs.~~

The school will adopt an ~~Interscholastic Athletic and Cheerleading Head Injury Training Program~~ athletic head injury safety training program to be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. ~~to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school personnel as designated by the Head of School.~~ This training program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

~~The Principal or designee~~ The school shall annually distribute the NJDOOE-developed New Jersey Department of Education Concussion and Head Injury fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgment of the



## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD

receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c) and Parent/Guardian Acknowledgement Form to every student athlete who participates in interscholastic sports and every cheerleader who participates in a cheerleading program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student athlete or cheerleader's parent and keep on file for future reference.

Prevention of a sports related concussion and head injuries is an important component of the school's program. The school may require pre season baseline testing of all student athletes and cheerleaders before the student begins participation in an interscholastic athletic or cheerleading program.

Any student athlete or cheerleader who exhibits the signs or symptoms of a sports related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student athlete or cheerleader is exhibiting signs or symptoms, the student will be evaluated by the school or team physician. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student athlete or cheerleader with Board of Trustees approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports related concussions and other head injuries.

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.



## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

The school shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries in accordance with N.J.S.A. 18A:40-41.3..

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3;  
18A:40-41.4; 18A:40-41.5

Adopted:



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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

#### R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

##### M

A concussion is a traumatic brain injury caused by a ~~direct or indirect~~ blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student-~~athlete or cheerleader~~ to return to athletic competition or practice play before recovering from a concussion increases the chance of a more serious brain injury ~~that can result in severe disability and/or death.~~ The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 ~~et seq.~~ and Policy 2431.4.

##### A. ~~Athletic/Interscholastic Athletic/Cheerleading Program~~ Head Injury Safety Training Program

- ~~1. 1. —~~ The school will adopt an ~~Interscholastic~~ an athletic head Athletic/Cheerleading Program Head i Injury ~~t~~ Training p Program.
- ~~2. The training program shall to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school personnel as designated by the Head of School. Any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.~~
- ~~32.~~ This ~~t~~ Training p Program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41. ~~21 et seq.~~

##### B. Prevention

1. The school may require pre-season baseline testing of all students ~~s-athletes and cheerleaders~~ before the student begins participation in an athletic competition or practice interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be reviewed and approved by the school ~~or team~~ physician trained in the evaluation and management of sports-related concussions and other head injuries.

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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

2. The Principal or designee will review educational information for students participating in athletic competition or practice-athletes and cheerleaders on prevention of concussions.

3. All school staff members, students participating in athletic competitions or practice-athletes, cheerleaders, and parents of students participating in athletic competition or practice-athletes and cheerleaders shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

#### C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, ~~licensed~~ athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete or cheerleader:
  - a. Appears dazed, stunned, or disoriented;
  - b. Forgets plays, or demonstrates short-term memory difficulty;
  - c. Exhibits difficulties with balance or coordination;
  - d. Answers questions slowly or inaccurately; and/or
  - e. Loses consciousness.
2. Possible symptoms of concussion shall be reported by the students participating in athletic competition or practice-athlete or cheerleader to coaches, ~~licensed~~ athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
  - a. Headache;
  - b. Nausea/vomiting;
  - c. Balance problems or dizziness;



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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

- d. Double vision or changes in vision;
  - e. Sensitivity to light or sound/noise;
  - f. Feeling sluggish or foggy;
  - g. Difficulty with concentration and short-term memory;
  - h. Sleep disturbance; or
  - i. Irritability.
- D. ~~Emergency~~ Medical Attention for a Student Suspected of a Concussion or Other Head Injury
1. ~~Any~~ student who participates in athletic competition or practice and who sustains or is suspected of having sustained a ~~athlete or cheerleader who is exhibiting the signs or symptoms of a sports-related~~ concussion or other head injury while engaged in ~~during~~ practice or athletic competition shall immediately be removed from athletic competition or practice ~~play and activities and may not return to the practice or competition that day.~~
- ~~2.~~ a. A ~~The school~~ staff member supervising the student during the athletic competition or practice ~~athlete or cheerleader when the student is exhibiting signs or symptoms of a sports-related~~ concussion or other head injury shall immediately contact the school physician, athletic trainer, or school nurse to examine the student. ~~emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.~~
- (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall
- ~~a. In the event the school or team physician is available when the student athlete or cheerleader is exhibiting signs or~~

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AND HEAD INJURIES (M)

~~symptoms of a sports-related concussion or other head injury, the physician may determine if make the determination to call emergency medical responderd shall be called to athletic competition or practice.assistance.~~

~~(2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student sha;; not be permitted to particaipte in any further athelic competition or practice until written medical clearance is provided in accordance with E. below.~~

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- ~~23. The school-staff member supervising a the student who has been athlete or cheerleader when the student is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports-related concussion or other head injury.~~

### E. ~~Sustained Concussion or Other Head Injury~~

- ~~1. A student athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The student's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.~~
- ~~2. The student athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Trustees Policy and Regulation 2431.4 and a copy of Board of Trustees approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.~~
- ~~3. The student athlete or cheerleader's physician must provide to the school, upon the completion of a medical examination, a written medical release/clearance when the student is able to return to the activity. The release/clearance must indicate:~~

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- a. ~~The medical examination determined the injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to the interscholastic athletic or cheerleading activity; or~~
- 
- b. ~~The medical examination determined the injury was a concussion or other head injury, the student is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.~~
- 
- ~~A medical release/clearance not in compliance with this requirement will not be accepted. The student athlete or cheerleader may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.~~
- 
- 4. ~~Complete physical, cognitive, emotional, and social rest is advised while the student is experiencing symptoms and signs of a sports related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)~~

### E. Medical Examination and Written Medical Clearance

- 1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
  - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
  - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
  - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.



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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

2. The student's written medical clearance from a physician must indicate a medical examination has determined:
    - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
    - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
  3. The student's written medical clearance must be reviewed and approved by the school physician.
  4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
  5. A written medical clearance not in compliance with the provisions of E. will not be accepted.
- F. Graduated Return to Athletic Competition and Practice Protocol
1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.
    - a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-

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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

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c. Moderate Activity

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.



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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.
- ~~1. Upon the school physician's acceptance of the written medical release/clearance, the student athlete or cheerleader may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:
  - Step 1 Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student athlete or cheerleader may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall be required to have a re-evaluation by their physician or licensed healthcare provider. The student shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.~~
- ~~-~~
- ~~Step 2 Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 1.~~
- ~~-~~

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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

~~Step 3—Sport specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 2.~~

~~Step 4—Non contact training drills such as passing drills, agility drills, throwing, catching, etc. The student athlete or cheerleader may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 3.~~

~~Step 5—The student's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school's licensed athletic trainer, school or team physician, designated school nurse, and the student's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the student may participate in normal training activities. The objective of this Step is to restore the student's confidence and for the coaching staff to assess the student's functional skills. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the student does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the student's physician, shall determine the student's return to competition and practice protocol.~~

~~Step 6—Return to play involving normal exertion or game activity. If the student exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.~~

- G. Temporary Accommodations for Students Participating in Athletic Competition ~~Athletes and Cheerleaders~~ with Sports-Related Head Injuries

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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

1. ~~Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.~~
- 
2. ~~Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound, can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Trustees may look to address the student's cognitive needs in the following ways. Students who return to school after a concussion may need to:~~
  1. ~~The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.~~
  2. ~~To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:~~
    - a. Take rest breaks as needed;
    - b. Spend fewer hours at school;
    - c. Be given more time to take tests or complete assignments (all courses should be considered);





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## BOARD OF EDUCATION

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### PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

- d. Receive help with schoolwork;
- e. Reduce time spent on the computer, reading, and writing; and/or
- f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 10 November 2014



## 2622 STUDENT ASSESSMENT (M)

### M

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

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. ~~The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d). The Commissioner shall report to the State Board of Education the results of such assessments.~~ The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1 (c) and (d).

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

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



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

## ~~Statewide Assessment System~~

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

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~~The Board of Trustees shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five and the middle school assessment component for grades six through eight end-of-course assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through 8 of the Statewide assessment schedule.~~

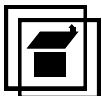
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~~The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade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

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

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



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

~~The Board of Trustees shall ensure~~ Students with disabilities as defined in N.J.A.C. 6A:14-1.3 **shall** participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. **The school district shall administer the alternative State assessment for students with disabilities in accordance with provisions of N.J.A.C. 6A:9-4.1 (d).**

**The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.**

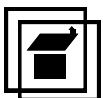
**The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.**

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

#### ~~Test Administration Procedures and Security Measures~~

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

#### ~~Documentation of Student Achievement~~



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~~The Department of Education shall provide the Head of School with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be released in accordance with Federal and State law.~~

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

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

#### ~~Accountability~~

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~~The Head of School shall report preliminary and final results of annual assessments to the Board of Trustees within sixty days of receipt of information from the New Jersey Department of Education, pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Trustees will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSL as measured by the Statewide assessment system.~~

#### ~~Annual Review and Evaluation of School Districts~~

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

#### ~~Public Reporting~~

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~~In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSL as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Trustees on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students.~~



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~~In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.~~

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Parental Notification

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

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

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

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-2; 18A:7E-3

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

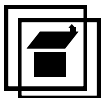
Adopted: 10 November 2014

Revised: 8 June 2015

Revised: 12 September 2016

Revised: 08 May 2017

Revised: 31 August 2020



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## R 2622 STUDENT ASSESSMENT

### A. Statewide Assessment System – N.J.A.C. 6A:8-4.1

1. The school district shall, according to a schedule prescribed by the Commissioner of Education, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school assessment component; and the alternative State assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.
2. Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner of Education pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled.
  - a. The school district shall provide all appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education (NJDOE) for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as specified in a student's Individualized Education Program (IEP) or 504 plan in accordance with N.J.A.C. 6A:8-4.1(d)1.
    - (1) The school district may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English.





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- (2) The school district shall have the option for a first-year ELL of substituting a NJDOE-approved language proficiency test only for the English language arts component of the Statewide assessment, when the student has entered the United States after June 1 of the calendar year prior to the test administration.
  - b. The school district shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.
  - c. At specific times prescribed by the Commissioner of Education, the school district shall administer the alternative State assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities in accordance with N.J.A.C. 6A:8-4.1(d)3.
  - d. The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.
3. Test Administration Procedures and Security Measures
- a. The school district shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.
  - b. All Statewide assessments shall be administered in accordance with the NJDOE's required test administration procedures and security measures.
  - c. Any breach of such procedures or measures shall be immediately reported to the Head of School or designee.



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B. Documentation of Student Achievement – N.J.A.C. 6A:8-4.2

1. After each test administration, the NJDOE shall provide the Head of School the following:
  - a. Rosters of student performance in each content area;
  - b. Individual student reports; and
  - c. School and school district summary data, including school and school district means, numbers tested, and percent achieving at each performance level.
    - (1) The school district summary data shall be aggregated and disaggregated, and school summary data shall be disaggregated, for students with disabilities as defined in N.J.A.C. 6A:14-1.3 and for ELLs.
2. The school district shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.
3. The school district shall maintain an accurate record of each student's performance on Statewide assessments.
4. The school district shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:
  - a. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth at N.J.A.C. 6A:8-5.1(a)6;
  - b. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
  - c. Evidence of instructional experience and performance in the New Jersey Student Learning Standards (NJSLS);
  - d. Evidence of technological literacy;



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- e. Evidence of career education instructional experiences and career development activities;
- f. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in NJDOE-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
- g. Any other information deemed appropriate by the school district.

C. Accountability – N.J.A.C. 6A:8-4.3

- 1. The Head of School shall report final results of annual assessments to the Board and members of the public at a public meeting within sixty days of receipt of the information from the NJDOE.
- 2. The Head of School shall provide educators, parents, and students with results of annual assessments as required under N.J.A.C. 6A:8-4.2(a) and B.1. above, within thirty days of receipt of information from the NJDOE.
- 3. The school district shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on the Statewide or local assessments.
- 4. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

D. Annual Review and Evaluation of School Districts – N.J.A.C. 6A:8-4.4

- 1. The NJDOE shall review the performance of schools and school districts by using a percent of students performing at the proficient level as one measure of annual measurable objective (AMO) and incorporating a progress criterion indicative of systemic reform.



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- a. The review shall include the performance of all students, including students with disabilities as defined by N.J.A.C. 6A:14-1.3, students from major racial and ethnic groups, economically disadvantaged students, and ELLs.
- b. The review shall take place at each grade level in which Statewide assessments are administered, using the AMO targets.

## E. Public Reporting – N.J.A.C. 6A:8-4.5

1. In accordance with the requirements of N.J.A.C. 6A:8-4.5, the NJDOE shall report annually to the New Jersey State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the NJDOE's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5.
2. After each test administration, the NJDOE shall report to the Board on the performance of all students and of student subgroups.

## F. Parental Notification

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

Adopted:



## 3233 POLITICAL ACTIVITIES

The Board of Trustees recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. ~~However, t~~The Board prohibits the use of school ~~grounds premises~~ and school time, ~~however,~~ for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school ~~grounds premises~~ unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school ~~grounds premises~~ nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school ~~grounds premises~~;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day ~~on in a school grounds facility~~ that is used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school ~~grounds property~~, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

~~In accordance with N.J.S.A. 18A:6-8.1., a teaching A-certificated~~ staff member employed by this school who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school duties, without loss of pay, during the periods of ~~the teaching staff member's his/her~~ attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.

~~In accordance with N.J.S.A. 18A:6-8.2., a teaching A-certificated~~ staff member employed by this school who is a member of the Board of ~~of County Commisioners Chosen Freeholders~~ of any county of New Jersey shall be entitled to time off from ~~the teaching staff member's his/her~~ duties, without pay, during the periods of ~~his/her the teaching staff member's~~ attendance at regular or special meetings of the Board and of any committee thereof and at such other times as ~~the teaching staff member he/she~~ shall be engaged in



performing the necessary functions and duties of his/her office as a member of the Board of County Commissioners.

No other teaching staff member who holds elective or appointive office is so entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this Policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a teaching staff member or student.

~~N.J.S.A. 11:17-2~~

N.J.S.A. 18A:6-8.1; 18A:6-8.2; 18A:6-8.4; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 8 September 2014



# POLICY GUIDE

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## 5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Trustees prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to the middle school and/or elementary school in the school district.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;





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4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Trustee members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.



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Anti-Hazing

The Head of School or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district’s publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;  
18A:37-32.3  
N.J.A.C. 6A:16-5.1

Adopted:



## BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

### 8465 BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

#### M

The Board of Trustees is committed to providing a safe and healthy environment for all children in the school. Bias Hate crimes and bias-related acts involving students can lead to further violence and retaliation. Bias Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school. The school employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of bias hate crimes and bias-related acts.

#### Definitions

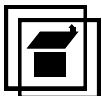
A "bias hate crime" means is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; religion, sexual orientation; gender identity or expression; national origin; or ethnicity.

A "bias-related act" means is an act directed at a person, group of persons, private property, or public property that is motivated in whole or part by racial; gender; disability; religion; or sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense. All bias hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate-bias crime.

#### Required Actions

School employees shall immediately notify the Principal and the Head of School or designee when in the ~~Whenever any school employee in the course of their his/her employment develops reason to believe that (1) a bias hate crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3 (e). on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Principal and Head of School, who in turn~~

The Head of School or designee shall promptly notify the Newark local pPolice dDepartment and the bBias iInvestigation oOfficer for the county prosecutor's office



BIASHATE-CRIMES AND BIAS-RELATED ACTS (M)

when a bias crime or bias related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3 (e)1.

The ~~Principal~~ Head of School or designee shall immediately notify the local Newark pPolice dDepartment and the bias investigation officer for the county prosecutor's office immediately where ~~if~~ there is reason to believe that a bias-hate crime that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A: 16-6.3 (e)2.

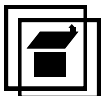
~~Whenever any school employee in the course of his/her employment has reason to believe that a bias related act has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such bias related act was or is to be committed during operating school hours, the school employee should immediately notify the Principal and Head of School, who in turn should promptly notify the Newark Police Department.~~

~~In deciding whether to refer the matter of a bias related act to the Newark Police Department or the county prosecutor's office, the Principal and the Head of School, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public. The Principal and Head of School should also consider the possibility that the suspected bias related act could escalate or result in some form of retaliation which might occur within or outside school property.~~

It is understood a referral to the local Newark pPolice dDepartment or county prosecutor's office pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the ~~Newark Police~~ local police dDepartment or the county prosecutor's office request otherwise, the school may continue to investigate a suspected bias hate crime or bias-related act occurring on school grounds property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected bias hate crime or bias-related act pending the arrival of the local Newark pPolice dDepartment or the county prosecutor's office. The school officials, where when feasible, will cover or conceal such evidence until the arrival of the ~~Newark-local pPolice dDepartment~~ or county prosecutor's office.



BIASHATE CRIMES AND BIAS-RELATED ACTS (M)

N.J.A.C. 6A:16-6.1 ~~et seq.~~; ^A:16-6.2; 6A:16-6.3(e)  
State Memorandum of Agreement approved by the Department  
of Law & Public Safety and the Department of Education

Adopted: 11 August 2014



# REGULATION

LINK COMMUNITY CHARTER SCHOOL

## BOARD OF TRUSTEES

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### BIAS CRIMES AND BIAS-RELATED ACTS (M)

#### R 8465 BIAS HATE CRIMES AND BIAS-RELATED ACTS (M)

##### M

###### A. Definitions

1. A bias hate crime means is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; ~~religion~~, sexual orientation; gender identity; or expression; national origin; or ethnicity.
2. A bias-related act means is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct an act that constitutes a criminal offense.
3. All bias hate crimes are also bias-related acts, but not all bias-related acts will constitute a bias hate crime.

###### B. Procedure For Reporting Hate-Bias Crimes and Bias-Related Acts

1. A school employee shall immediately will notify the Principal and the Head of School or designee when whenever the school employee, in the course of their his/her employment, they develops reason to believe that:
  - a. A bias hate crime has been committed or is about to be committed on school grounds property; or
  - b. A bias hate crime or a bias-related act has been or is about to be committed by any student, whether on or off school grounds property and whether or not such offense was or is about to be committed during operating school hours; or
  - c. That A student enrolled in the school has been or is about to become the victim of a hate-bias crime or a bias related act, whether committed on or off school grounds property or during operating school hours.



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### BIAS CRIMES AND BIAS-RELATED ACTS (M)

2. The ~~Head of School Principal will~~ shall promptly notify ~~the Head of School,~~ the ~~local Newark p~~Police ~~d~~Department and ~~the b~~Bias ~~i~~Incident ~~o~~Officer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed on school grounds, or has been or is about to be committed by a students on or off school grounds, and whether such offence was or is to be committed during operating school hours, or a student enrolled in the school has been or is about to become the victim of a bias crime or a bias-related act on or off school grounds, or during operating school hours.-
3. The ~~Principal and the~~ Head of School or designee shall immediately notify the ~~local Newark p~~Police ~~d~~Department and the bias investigation officer for the county prosecutor's office ~~immediately if where~~ there is reason to believe ~~that~~ a ~~bias hate~~ crime that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe ~~that~~ a life has been or will be threatened.

#### ~~C. Procedure For Reporting Bias Incidents~~

- ~~1. A school employee should immediately notify the Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:~~
  - ~~a. A bias related act has been committed or is about to be committed on school property; or~~
  - ~~b. A bias related act has been or is about to be committed by any student, whether on or off school property and whether or not such bias related act was or is to be committed during school hours.~~
- ~~2. The Principal will notify the Head of School and the Newark Police Department.~~
- ~~3. In deciding whether to refer the matter of a bias related act to the Newark Police Department or the county prosecutor's office, the Principal and the Head of School, should consider:~~
  - ~~a. The nature and seriousness of the conduct; and~~





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### BIAS CRIMES AND BIAS-RELATED ACTS (M)

- ~~b. The risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public.~~
- ~~4. The Principal will consult with the Head of School and should consider:~~
  - ~~a. That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias-related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and~~
  - ~~b. The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.~~

#### CD. Nature of Referral

1. The mandatory referral for suspected or committed ~~hate-bias~~ crimes and ~~the presumptive referral for suspected or committed~~ bias-related acts as described in N.J.A.C. 6A:16-6.3 (e ) and this Regulation ~~the regulation~~ is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.
- ~~2. Any referral in accordance with this regulation is not an accusation or formal charge.~~
- ~~3. Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.~~
- ~~4. All doubts by school officials should be resolved in favor of referring a matter to the Newark Police Department or the county prosecutor's office.~~

#### DE. Concurrent Jurisdiction

1. Unless the local Newark pPolice dDepartment or the county prosecutor's office request otherwise, ~~the school~~ officials may continue to investigate a

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### BIAS CRIMES AND BIAS-RELATED ACTS (M)

suspected bias hate-crime or bias-related act occurring on school property grounds and may take such actions as necessary and appropriate to redress and remediate any such acts.

2. ~~The~~ School officials will discontinue any ongoing the in-school investigation if the local Newark pPolice dDepartment or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.

a. Upon notice provided in D.r. above, school officials will take no further action without providing notice to and receiving the assent of the local police department or the county prosecutor's office.

#### EF. Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected bias hate-crime or bias-related act pending the arrival of the local Newark pPolice dDepartment or the county prosecutor's office.

2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the local Newark pPolice dDepartment or county prosecutor's office in a manner designed to minimize the harm and continued exposure to students by such evidence, ~~but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.~~

~~3. The Newark Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school's earliest opportunity.~~

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Issued: 11 August 2014



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Administration of School Surveys  
Jan 22  
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## 9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Trustees believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

### A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34

1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:
  - a. Political affiliations;
  - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
  - c. Sexual behavior and attitudes;
  - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
  - e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
  - f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;



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Administration of School Surveys

- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; or
      - h. Social security number.
  - 2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.
  - 3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.
- B. Voluntary Survey for Students with Prior Parental Written Notification – N.J.S.A. 18A:36-34.1
  - 1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:
    - a. Use of alcohol, tobacco, drugs, and vaping;
    - b. Sexual behavior and attitudes;
    - c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
    - d. Physical activity and nutrition-related behaviors.



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Administration of School Surveys

2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
  - a. A description of the survey, assessment, analysis, or evaluation;
  - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
  - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;
  - d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
  - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
  - f. The names and contact information of persons to whom questions can be directed; and
  - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.



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C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.


D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Head of School or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

Adopted:



				
Line			2022-23	Common Size
1	<b>Enrollments</b>			
2	District of Residence		131	
3	Non-Resident District		229	
4	<b>Total Enrollment</b>		<b>360</b>	
5				
6	<b>Beginning Fund Balance</b>		<b>2,515,552</b>	
7				
8	<b>Revenues</b>			
9	<b>General Fund</b>			
10				
11	Equalization/Local Levy Aid - Local Share		-	0.0%
12	Equalization/Local Levy Aid - State Share		5,372,284	85.1%
13	<b>Total Equalization/Local Levy Aid (Lines 11,12)</b>		<b>5,372,284</b>	85.1%
14	<b>Categorical Aid</b>			0.0%
15	Categorical Special Education Aid		265,905	4.2%
16	Categorical Security Aid		172,996	2.7%
17	<b>Total Categorical Aid (Lines 15 and 16)</b>		<b>438,901</b>	6.9%
18	<b>Other State Revenue</b>	FICA	221,781	3.5%
19	First Year Nonpublic Student Aid			0.0%
20	Adjustment Aid		283,320	4.5%
21	Other State Revenue			0.0%
22	<b>Total Other State Aid (Lines 19 through 21)</b>		<b>505,101</b>	8.0%
23	Other Revenue			0.0%
24	<b>Total General Fund (Lines 13, 17, 22, 23)</b>		<b>6,316,286</b>	100.0%
25	<b>Restricted - Special Revenue Fund</b>			0.0%
26	Revenue from State Sources:			0.0%
27	Source:			0.0%
28	Other:			0.0%
29	<b>Total State Projects (Lines 27, 28):</b>			0.0%

				<b>Common</b>
Line			<b>2022-23</b>	<b>Size</b>
				0.0%
<b>30</b>	Revenue from Federal Sources:			0.0%
<b>31</b>	Source: NCLB		175,849	2.7%
<b>32</b>	Other: IDEA		66,672	1.0%
<b>33</b>	<b>Total Federal Projects (Lines 31, 32):</b>		<b>242,521</b>	3.7%
<b>34</b>	Revenues from Other Restricted Sources			0.0%
<b>35</b>	Source: Link Education Partners			0.0%
<b>36</b>	Source:			0.0%
<b>37</b>	Other:			0.0%
<b>38</b>	<b>Total Other Sources (Lines 35, 36, 37):</b>			0.0%
<b>39</b>	<b>Total Special Revenue Fund (Lines 29, 33, 38)</b>		<b>242,521</b>	3.7%
<b>40</b>	<b>Total Revenues (Lines 24,39)</b>		<b>6,558,807</b>	100.0%
<b>41</b>	<b>Expenditures-General Fund</b>			
<b>42</b>	<b>Instruction</b>			
<b>43</b>	Salaries of Teachers		2,566,986	39%
<b>44</b>	Other Salaries for Instruction		-	0%
<b>45</b>	Purchased Professional/Technical Services		281,750	11%
<b>46</b>	Other Purchased Services		-	0%
<b>47</b>	General Supplies		63,390	1%
<b>48</b>	Textbooks		47,450	1%
<b>49</b>	Miscellaneous Expense		54,000	1%
<b>50</b>	<b>Total Instructional Expense</b>		<b>3,013,576</b>	46%



				<b>Common</b>
Line			<b>2022-23</b>	<b>Size</b>
<b>51</b>	<b>Administrative</b>			
<b>52</b>	Salaries - Administration		715,068	11%
<b>53</b>	Salaries of Secretarial/Clerical Assistants		364,218	6%
				0%
<b>54</b>	Total Benefit Costs		813,766	12%
				0%
<b>55</b>	Purch. Professional/Tech.Serv.(Consultants)			0%
<b>55.1</b>	Legal costs		35,000	1%
<b>55.2</b>	Other Purch. Professional/Tech Serv. (Consultants)		85,990	1%
<b>56</b>	Other Purchased Services		68,800	1%
<b>57</b>	Communications/Telephone		34,585	1%
<b>58</b>	Supplies and Materials		7,000	0%
<b>59</b>	Judgments Against Charter Schools			0%
<b>60</b>	Interest on Current Loans			0%
<b>61</b>	Interest for Lease Purchase Agreements			0%
<b>62</b>	Mortgage Payments-Interest			0%
<b>63</b>	Miscellaneous Expense		2,400	0%
<b>64</b>	<b>Total Administrative Expense</b>		<b>2,126,827</b>	<b>32%</b>
<b>65</b>	<b>Support Services</b>			
<b>66</b>	Salaries		322,389	5%
<b>67</b>	Purch. Professional/Tech. Serv.(Consultants)		71,000	1%
<b>68</b>	Other Purchased Services		201,820	3%
<b>69</b>	Rental of Land and Buildings		352,000	5%
<b>70</b>	Insurance for property, liability and fidelity		81,260	1%
<b>71</b>	Supplies and Materials		23,800	0%
<b>72</b>	Transportation - Other than to/from school			0%
<b>73</b>	Reserved for future use			0%
<b>74</b>	Energy Costs (Heat and Electricity)		83,550	1%
<b>75</b>	Miscellaneous Expense		5,000	0%
<b>76</b>	<b>Total Support Services Expense</b>		<b>1,140,819</b>	<b>17%</b>

Line			2022-23	Common Size
77	<b>Capital Outlay</b>			
78	Instructional Equipment		17,500	0%
79	Noninstructional Equipment		10,000	0%
80	Furniture & Fixtures		20,000	0%
81	Purchase of Land/Improvements			0%
82	Lease Purchase Agreements-Principal			0%
83	Mortgage Payments-Principal			0%
84	Building Purchase other than Lease Purchase			0%
85	Miscellaneous Expense			0%
86	<b>Total Capital Outlay</b>		<b>47,500</b>	1%
87	<b>Total General Fund (Lines 50, 64, 76, 85)</b>		<b>6,328,722</b>	96%
88	<b>Expenditures-Special Revenue Fund</b>			0%
89	<b>Restricted /Special Revenues Programs</b>			0%
90				
91	State Projects:			0%
92	Source:			0%
93	Other:			0%
94	Total State Projects:			0%
95				0%
96	Federal Projects:			0%
97	Source:		175,849	3%
98	Other:		66,672	1%
99	<b>Total Federal Projects:</b>		<b>242,521</b>	4%
100	Other Restricted Expenditures:			0%
101	Source:			0%
102	Source:			0%
103	Other:			0%
104	Total Other Sources:			0%
105	<b>Total Special Revenue Fund (Lines 93, 98, 103)</b>		<b>242,521</b>	4%
106				
107	<b>Total Expenditures ( Lines 86, 104)</b>		<b>6,571,242</b>	100%
108				
109	<b>Ending Fund Balance (Lines 6 + 40 - 106)</b>		<b>2,503,116</b>	
	<b>Fund balance change</b>		<b>(12,435)</b>	