

**North Hunterdon-Voorhees Regional High School District
Annandale, NJ**

November 28, 2023

The following policies are presented for a second reading – (M) denotes mandatory:

Second Reading of Policies

Bylaw 0152	Board Officers – <i>Revised</i>
Policy 3161	Examination for Cause – <i>Revised</i>
Policy 4161	Examination for Cause – <i>Revised</i>
Policy 3212	Attendance (M) – <i>Revised</i>
Policy 4212	Attendance (M) – <i>Revised</i>
Policy 3324	Right of Privacy – <i>Revised</i>
Policy 4324	Right of Privacy – <i>Revised</i>
Policy 9130	Public Complaints and Grievances – <i>Revised</i>

Bylaw 0152 BOARD OFFICERS

The Board of Education shall organize at its ~~first regular annual reorganization~~ meeting by electing one of its members as President and another of its members as Vice President.

Any member may place a Board member's name in nomination for Board President and/or Vice President; a second on the nomination is not required. ~~Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

Voting shall take place by verbal roll call vote after nominations are closed. Nominations and voting will be conducted first for the Office of Board President followed by nominations and voting for the Office of Vice President. Each board member present can vote for only one of the nominated candidates for each office. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. The candidate person receiving with a majority vote of the members of the Board present and constituting a quorum will shall be elected to office. In the event no candidate receives a majority vote of the Board members ~~of the Board~~ present and constituting a quorum, the procedure, including nominations and subsequent voting, shall ~~continue~~ be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

Qualifications and Terms of Office:

1. A Board member nominated for the Office of Board President or Vice President shall have been a member for at least one full year before nomination.
2. ~~A Board member shall not serve more than two consecutive terms as President.~~ The Board President and Vice -President shall not be from the same municipality.
3. ~~The above limitations for President shall not apply to the Office of Vice President~~

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon him or her by law may be removed by a majority vote of the full Board members present and constituting a quorum. In the event the office of President or Vice President shall become vacant, the Board shall within thirty days thereafter, fill a vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

~~At a Board Meeting no sooner than two months prior to the election, the President shall appoint a nominating committee to prepare a slate of nominees for the Offices of the Board President and Vice President:~~

- ~~1. The President shall appoint a nominating committee of three Board members and designate one of the three as chairman;~~
- ~~2. None of the three members of the nominating committee shall be from the President's or Vice-President's municipality;~~
- ~~3. Each of the three members of the nominating committee shall be from a different municipality;~~
- ~~4. The chairman of the nominating committee shall have a term of office as a Board member which continues into the succeeding year;~~
- ~~5. The nominating committee shall seek input from all Board members;~~
- ~~6. The nominating committee shall make its nomination for Board President and Vice-President at the annual reorganization meeting;~~
- ~~7. Other nominations for President and Vice-President shall be accepted at the annual reorganization meeting.~~

~~N.J.S.A. 18A:15-1; 18A:15-2; N.J.A.C. 6:56-1.1~~

Adopted: November 16, 2010

Revised: May 12, 2015

North Hunterdon Voorhees School District

Policy 3161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, ~~The Board of Education may require the physical or psychiatric and/or physical examinations of any teaching staff member whenever, in the judgment of the Board, a teaching staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b), to determine the teaching staff member's physical or mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric evaluation:~~

~~The Superintendent shall require a physical and/or psychiatric examination on a teaching staff member whenever, in the judgment of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation the position the teaching staff member currently holds, or to detect any health risks to students and other employees.~~

1. ~~The Board shall provide A~~the teaching staff member ~~that is required to undergo a physical and/or psychiatric examination shall be provided with~~ a written statement of reasons for the required examination(s); and
2. ~~The Board shall provide notice~~ the teaching staff member ~~has the right to request with~~ a hearing, ~~if requested with the Board.~~
 - a. ~~Notice of the teaching staff member's right to a~~The hearing shall be provided with the statement of reasons for the required examination;
 - b. ~~conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by t~~The teaching staff member must request the Board hearing in writing within five working days of the teaching staff member's receipt of the written statement of reasons:
 - i. ~~A~~The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
 - d. The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s);

e. ~~The Board's determination at the conclusion~~ of such a hearing ~~is~~ shall be appealable to the Commissioner of Education pursuant to [N.J.S.A. 18A:6-9](#) and [N.J.A.C. 6A:4](#) – Appeals ~~pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

~~4.3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.~~

B. ~~Pursuant to N.J.S.A. 18A:16-3, T~~he Board shall bear the cost of the examinations ~~if the examination is performed made~~ by a physician or institution designated by the Board. ~~However, the teaching staff member shall bear the cost if Thethe examination may be is performed by a physician or institution of the designated by the teaching staff member's own choosing, with approval approved by of the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.~~

1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.

If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with [N.J.S.A. 18A:16-4](#).

In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.

A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

[42 U.S.C.A. 12101](#)

[N.J.S.A. 18A:6-10](#); [18A:16-2](#); [18A:16-3](#); [18A:16-4](#); [18A:25-7](#); [18A:28-5](#); [18A:30-1](#) *et seq.*

[N.J.A.C. 6A:32-6.2; N.J.A.C. 6A:32-6.3](#)

Adopted: 1 May 2001

Revised: February 20, 2018, June 28, 2022

North Hunterdon Voorhees School District

Policy 4161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require the psychiatric and/or physical examinations of any support staff member whenever, in the judgment of the Board, a support staff member who shows evidence of deviation from normal physical or mental health, in accordance with N.J.A.C. 6A:32-6.3(b). The Superintendent shall require a physical and/or psychiatric examination on a support staff member whenever, in the judgment of the Superintendent, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risks to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:

1. A support staff member that is required to undergo a physical and/or psychiatric examination shall be provided The Board shall provide the support staff member with a written statement of reasons for the required examination(s); and

2. The Board shall provide notice the support staff member has the right to request with a hearing with the Board, if requested.

a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;

b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:

(1) The support staff member shall be ordered to submit the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board:

c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s); provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the written statement of reasons.

d. -AThe support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s).

e. The Board's determination at the conclusion of such a hearing is shall be
appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and
N.J.A.C. 6A:4 – Appeals, pursuant to N.J.A.C. 6A:32-6.3(b)2.

3. The support staff member may, without reprisal, refuse to waive their right to
protect the confidentiality of medial information, in accordance with P.L. 104-191,
Health Insurance Portability and Accountability Act of 1996.

B. Pursuant to N.J.S.A. 18A:16-3, Tthe Board shall bear the cost of the examinations if the
examination is performed- made by a physician or institution designated by the
Board. However, the support staff member shall bear the cost if Tthe examination may be is
performed by a physician or institution designated by of the support staff member's own
choosing, approved with approval of by the Board, and at the support staff member's own
expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

1. If the support staff member submits names of physicians or institutions to the
Board for consideration to complete the appropriate examination(s) the Board is not
required to designate the physician or institution submitted for consideration by the
support staff member, but shall not act unreasonably in withholding its approval of
the physician or institution.

2. The Board shall require tThe support staff member to shall authorize the physician
or institution performing the examination to immediately release of the examination
results to the Superintendent.

3. All records and reports relating to any such examination shall be the property of the
Board, in accordance with N.J.S.A. 18A:16-5.

a. Health records of support staff members, including computerized records, shall
be secured, stored, and maintained separately from other personnel files; and

b. Health records may be shared only with authorized individuals in accordance
with N.J.S.A. 18A:16-5.

4. If the results of any such examination indicate mental abnormality or
communicable disease, the support staff member shall be ineligible for further service
until proof of recovery, satisfactory to the Board, is furnished, but if the support staff
member is under contract or has tenure, they may be granted sick leave with
compensation as provided by law and shall, upon satisfactory recovery, be permitted
to complete the term of their contract, if they are under contract, or be reemployed
with the same tenure as they possessed at the time their services were discontinued, if
they have tenure, unless their absence shall exceed a period of two years in
accordance with N.J.S.A. 18A:16-4.

C. In order to return to work, the support staff member must submit to an appropriate
examination and submit the results of the examination to the Superintendent.

1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree.

2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member;:- And

3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

D. A support staff member who refuses to submit to the examination required by ~~this Policy~~the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5; 18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; N.J.A.C. 6A:32-6.3

Adopted: 1 May 2001

Revised: March 13, 2018, June 28, 2022

North Hunterdon Voorhees School District

Policy 3212 ATTENDANCE (M)

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Teaching Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a teaching staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, dismissal~~termination~~, nonrenewal and/or certification of tenure charges.

~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, t~~The Superintendent or Board of Education may require verification~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among ~~the teaching~~ staff members. The review will include the collection and analysis of attendance ~~data~~patterns, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq. 18A:30-2; 18A:30-4

Adopted: May 1, 2001

Revised: May 12, 2015

Policy 4212 ATTENDANCE (M)

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support Sstaff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, dismissal/termination, nonrenewal, and/or certification of tenure charges.

~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01.~~ No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative; in an individual employment contract; or provided in the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4,~~ The Superintendent or Board of Education may require a physician's certificate verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the support staff members. The review will include the collection and analysis of attendance ~~data~~patterns, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1; et seq. 18A:30-2; 18A:30-4

Adopted: May 1, 2001

Revised: May 12, 2015

North Hunterdon Voorhees School District

Policy 3324 RIGHT OF PRIVACY - TEACHING STAFF MEMBERS

The Board of Education will provide facilities and school district-owned property to assist teaching staff members in their job responsibilities or for the teaching staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, ~~a computer~~, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a teaching staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The teaching staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

~~School~~Teaching staff members should be aware of their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, teaching staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the teaching staff member is violating a law or school policy. ~~School~~Teaching staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, ~~school~~teaching staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

Adopted: April 24, 2012

Revised:

North Hunterdon Voorhees School District

Policy 4324 RIGHT OF PRIVACY - SUPPORT STAFF MEMBERS

The Board of Education will provide facilities and school district-owned property to assist support staff members in their job responsibilities or for the support staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, ~~a computer~~, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a support staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The support staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

~~School~~Support staff members should be aware of their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, support staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. ~~School~~Support staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, ~~school~~support staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

Adopted: April 24, 2012

Revised:

North Hunterdon Voorhees School District

Policy 9130 PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the building principal; a complaint about instructional or resource materials should be addressed to the Superintendent.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed ten calendar days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than ten working days after the appeal is filed, except that the Board shall have thirty calendar days to make its decision.
5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent ~~shall~~may appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. ~~If appointed, t~~If The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by

action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted: 1 May 2001

North Hunterdon Voorhees School District