

Minutes of the proceedings of the **SPECIAL PUBLIC MEETING** held on Wednesday, August 22, 2018, in the 3rd Floor Cheryl Miller-Porter Student Center, at Teaneck High School, 100 Elizabeth Avenue, Teaneck, New Jersey, at 8:00 PM. *Dr. Ardie Walser, Board President, presided.*

I. Salute to the Flag

II. Presiding Officer's Meeting Notice Statement

"I hereby call to order the Special Public Meeting of the Teaneck Board of Education, held on Wednesday, August 22, 2018, in the Eugene Field Administration Building, Margaret Angeli Staff Development Room, at 8:00 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk of the Township of Teaneck, posted to the district website and posted inside the Teaneck Board of Education, One Merrison Street, on February 21, 2018."

III. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Arjumand (Shahanaz)	x	
Ms. Fisher (Victoria)	x	
Mr. Ramirez (Martin)	x	
Mrs. Rappoport (Sarah)	x	
Mr. Rodriguez (Sebastian)	x	
Mr. Rose (Howard)	x	
Ms. Sanders (Denise)	x	
Dr. Walser (Ardie)	x	
Mrs. Williams (Clara)	x	

IV. Reaffirmation of 2018-19 District Goals

V. Superintendent's Report

- Superintendent's Report:
- Update on Opening of schools
 - Convocation
 - Expansion of Early Childhood
 - Implicit Bias training survey
 - Kosher Meals
 - Muslim Holiday

VI. Board Committee Reports

VII. Public Comment (agenda ONLY)

Thank you for the support - Scholarship

Clarify Eid-UI-Fitr holiday and the Muslims of Teaneck

A. Board Operations

Motion to reflect the change in the district calendar for the 2018-19 school year for the Muslim holiday. Full day June 4, 2019, and delayed opening on June 5th, 2019.

Motion: V. Fisher	Second: S. Arjumand			
Board Member	Yes	No	Abstain	Absent
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)		x		
Mr. Rose (Howard)		x		
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)		x		
Mrs. Williams (Clara)	x			

B. Finance and Budget

C. Personnel

VIII. Public Comment (non-Agenda)

IX. Public Comment (non-Agenda)

X. Executive Session (required)

NONE

XI. Adjournment

Ms. Fisher motioned to adjourn the meeting at 10:51 pm. Said motion was seconded by Mr. Rose, and carried by unanimous vote.

Motion: V. Fisher	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

Respectfully submitted,

Melissa Simmons
Business Administrator/Board Secretary

Teaneck Public Schools

Goals for 2018-2019

GOAL 1: Students attending the Teaneck Public Schools will acquire the skills, knowledge and understanding to be successful in the twenty first century.

GOAL 2: Teachers and administrators in the Teaneck Public Schools will acquire the skills, knowledge and understanding necessary to support student achievement.

GOAL 3: The environment in the Teaneck Public Schools will be safe and respectful, with students and adults appreciative of the unique contributions of members of the community.

GOAL 4: The Teaneck Public Schools will engage effectively with parents and with the community.

GOAL 5: The Teaneck Public Schools will provide funding for Goals 1-4 and sustain school facilities while respecting community resources.

POLICY

AUGUST 22, 2018

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Policy resolutions:

1. Any Board member who takes exception to any of the following listed actions under the category of Board Operations may so indicate now and a separate motion for each of the excepted actions will be entertained.

1. that the Board approve the SECOND READING of the following Board Policies

- 4146 Nonrenewal of Non-tenured Support Staff
- 4160 Physical Examination
- 4212 Attendance (Support Staff Members)
- 5200 Attendance (Pupils)
- 4218 Substance Abuse (Support Staff Members)
- 5530 Substance Abuse (Pupils)
- 5111 Eligibility of Resident/Nonresident Students
- 5116 Education of Homeless Children
- 5337 Service Animals
- 5460 High School Graduation
- 5516 Use of Electronic Communication & Recording Devices
- 5610 Suspension
- 5620 Expulsion
- 6511 Direct Deposit
- 7424 Bed Bugs
- 8330 Student Records
- 8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods
- 8540 School Nutrition Programs
- 8550 Unpaid Meal Charges/Outstanding Food Service charges
- 9270 Home Schooling and Equivalent Education Outside the Schools

Motion: S. Rodriguez	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

2. Any Board member who takes exception to any of the following listed actions under the category of Board Operations may so indicate now and a separate motion for each of the excepted actions will be entertained.

1. that the Board approve the FIRST READING of the following Board Policies

- | | |
|------|---|
| 1613 | Disclosure and Review of Applicant's Employment History(new) |
| 5561 | Use of Physical Restraint & Seclusion Techniques for Students with Disabilities (revised) |
| 8561 | Procurement Procedures for School Nutrition Programs (revised) |
| 5512 | Harrassment, Intimidation and Bullying (HIB) (revised) |

SCHOOL OPERATIONS and CURRICULUM

AUGUST 22, 2018

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following School Operations and Curriculum resolutions:

1. that the Board approve the Suspension Alternative Program (SAP), for the 2018-2019 school year, operated by the Bergen County Special Services School District (BCSS), at base membership fee of \$650.00, provides five (5) weeks of SAP services per school year, and \$100.00 per week beyond the five (5) weeks, effective September 1 through June 30, 2019.
2. that the Board approve the Teaneck Public Schools Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act as required by the New Jersey Department of Education. A grade will be assigned for each school and the District by the Commissioner of Education. Districts are required to post their grades on the website.
3. that the Board adopt and ratify all **Teaneck Public School curricula** for the **2018-2019** school year. All core subject curricula have been aligned to the [New Jersey Student Learning Standards](#). Curriculum Guides are on file in the Office of Curriculum & Instruction.

K-12

- Family Life
- Study Skills
- Physical Education
- Adaptive Physical Education
- Wellness/Health/Driver Education
- Career Infusion
- English as a Second Language (ESL) Bi-Lingual
- Academically Gifted: Humanities/Mathematics
- Substance Awareness

Grade Pre-K - 4

- Pre-Kindergarten
- Full-Day Kindergarten
- Language Arts
- Literacy Intervention
- Social Studies
- Science
- Mathematics
- General Music
- Instrumental Music (Grade 4)
- Dance within Physical Education

Art K-4
World Language(s) (Grades 1-4)
Theater

Middle Schools

Grades 5 - 6 (Elementary Classrooms - not departmental)

Language Arts
Literacy Intervention
Social Studies
Mathematics
Advanced Mathematics Seminar 5 and 6
World Languages
Science
General Music 5/6
Band 5/6
Art
Instrumental Music Lessons
Dance within Physical Education
Theater

-
Grade 7

Language Arts 7
Social Studies 7
Science 7
Math 7
Advanced Math Seminar 7
Art 7
French 7
Spanish 7
Instrumental Music/Chorus/Band 7/8/Strings Ensemble 7/8
Study Skills
Creative Writing
Music Through Technology
NJASK 7/Language Arts Literacy Preparation
Humanities
Computer Applications
Literature & Cinema
Dance
Theater

Grade 8

Language Arts 8
Social Studies 8
Algebra I (AMS) 8
Math 8
Science 8
Art 8
French 8
Spanish 8
Instrumental Music/Chorus/Band 7/8/Strings Ensemble 7/8
Forensic Science
Public Speaking/Practical Law
Multimedia Production
Study Skills
Music Through Technology

NJASK 8/Language Arts Literacy Preparation
 Humanities
 Creative Writing
 Literature & Cinema
 Dance
 Theater

Teaneck High School

Curriculum for all courses listed in the **2018-19** Course Selection Guide and High School Course Registration Form.

<i>Motion: S. Rodriguez</i>	<i>Second: H. Rose</i>			
<i>Board Member</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

FINANCE AND BUDGET

AUGUST 22, 2018

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Finance and Budget resolutions:

1. that the Board approve payment of the following **2017-2018 bills and payroll**, as detailed in lists **attached** to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Business Administrator/Board Secretary be hereby authorized to release the warrants in payments of these bills per the list appended to and made part of the minutes.

May 1, 2018 through May 30, 2018

FUND 10	\$8,255,019.69
FUND 20	\$278,684.51
FUND 60	\$39,443.87
FUND 61	\$237,734.95

Total of Approved Payments \$8,810,883.02

2. that the Board approve payment of the following **2017-2018 bills and payroll**, as detailed in lists **attached** to the Minutes of this meeting, including adjustments to previously approved bill payments, and that the Business Administrator/Board Secretary be hereby authorized to release the warrants in payments of these bills per the list appended to and made part of the minutes.

June 1, 2018 through June 30, 2018

FUND 10	\$9,988,321.14
FUND 20	\$593,398.90
FUND 60	\$153,917.29
FUND 61	\$145,013.77

Total of Approved Payments \$10,880,651.10

3. that the Board approve 2017-2018 budget transfers, previously approved by a member of the Finance Committee, which are attached and a part of the official record.
4. that the Board approve 2018-2019 budget transfers, previously approved by a member of the Finance Committee, which are attached and a part of the official record.
5. **WHEREAS**, the Board of Education has received the Report of the Board Secretary and the Report of the Treasurer of School Monies for the month of May and June 2018

and determined that both reports are in agreement; and

WHEREAS, in compliance with N.J.A.C. 6A:23A-16.10(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education except as noted; now

BE IT RESOLVED, that in compliance with N.J.A.C. 6A:23A-16.10(c)4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriate section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the year (which would become a part of the Minutes of this meeting); and

BE IT FURTHER RESOLVED, that pursuant to P.L. 2004 Ch. 73 (S-1701), the Board certifies that after a review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, that there are no budgetary transfers that cumulatively exceed 10% that would require the approval of the Executive County Superintendent.

6. that the Board approve the attached list of Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent, (Grant funded \$2,250.15) (District funded \$3,012.98) total cost \$5,263.13.
7. that the Board approve the attached list of Student Fundraising activities by school.
8. that the Board approve payment to AHOLD Financial Services (Stop & Shop) to provide products for Special Education field trips, during the 2018-2019 school year, in an amount not to exceed \$4,500.
9. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2018-2019 school year, as per the attached list.
10. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the Summer 2018 Extended School Year program, as per the attached list.
11. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2017-2018 school year, as per the attached list.
12. that the Board approve the contracts with those clinicians and agencies on the attached

list who would provide related services and / or independent evaluations during the ESY 2018 program.

13. that the Board approve the contracts with those clinicians and agencies on the attached list who would provide related services and / or independent evaluations during the 2018-2019 school year.
14. that the Board approve First Student Bus Company to provide transportation for special education field trips, during the the 2018-2019 school year, in an amount not to exceed \$20,000.
15. that the Board approve payment to the parents of Student #93508, for transportation to/from North Jersey Elks/Clifton, an out-of-district school, during the 2018-2019 Extended School Year Program and the 2018-2019 school year, at \$30.00 per day, in an amount not to exceed \$6,420. Account #11-000-270-514-72-52-C-C.
16. that the Board approve the following Auto and Tech Allowances, for the 2018-2019 school year, payable in 20 equal installments, September through June:

Staff Member	Auto Allowance	Tech Allowance
Sandra Beckford, Supervisor, Sp. Ed, (TAAS)	\$465	\$600
Linda Kuhran, Exec. Asst. to Superintendent	0	\$600
Sandra Muro, Coordinator Info Systems (TAAS)	\$465	\$0
Patricia Dent, Supervisor Language Arts (TAAS)	\$465	\$0
Trina Gillet, Supervisor Science/Math (TAAS)	\$465	\$0
Marisa King, Supervisor Social Studies (TAAS)	\$465	\$0
David Murphy, Athletic Director (TAAS)	\$465	\$0
Anthony D'Angelo, Director of Facilities (O/G)	\$2400	\$0
Al Schulz, Attendance Officer (O/G)	\$1800	\$0
Karla Starks, Asst. to SBA (O/G)	\$1800	\$0
Nicholas Campestre, FORUM Coordinator (O/G)	\$1000	\$0

17. that the Board authorize a **petty cash system** for the 2018-2019 school year in accordance with Board of Education Policy No. 6620 with the following cash operating fund balances.

Central Office	\$100.00 maximum
O&M Department	\$200.00 maximum
Special Services	\$500.00 maximum
Athletic Department	\$500.00 maximum

18. that the Board approve the Annual Renewal for the Computer Services Agreement with PeggNet Computers for the period of July 1, 2018 - June 30, 2019 at 1.5% increase with a total of \$567,143.80.

19. **Be It Resolved**, that the Teaneck Board of Education desires to enter into shared services agreements and will participate as a full member of the Bergen County RegionV Council for Special Education for the 2018-2019 school year; and

Be It Further Resolved, that the Teaneck Board of Education does hereby accept, adopt and agree to comply with the RegionV Bylaws, and designates the Superintendent of Schools, as its representatives to RegionV and empowers the Superintendent of Schools to cast all votes and take all other actions necessary to represent its interests in RegionV; and

Be It Further Resolved, that the Teaneck Board of Education approves the joint bidding and transportation agreements for all Teaneck School District students who are transported through RegionV, and approves the joint bidding and/or shared services agreement, including but not limited to student evaluations, student therapies and other student support services; and

Be It Further Resolved, that the Teaneck Board of Education approves the joint bidding and/or shared services for any non-public school services and the joint bidding and/or shared services for other services as requested to be provided by the RegionV component districts on an as needed basis.

20. that the Board approve the following contracts for renewal for the 2017-2018 and 2018-2019 school year as per N.J.S.A. 18A:18A-42.

Bid No.	Goods/Services	Vendor	Award Date	Original Amount	Renewal Bid Amount
2015-1	Electrical Supplies	Feldman Brothers Electrical Supply Co.	May 2015	\$39,845.45	No Change
No Bid#	Waste/Recycling Needs	Interstate IWS	May 2016	\$71,077.72	No Change

21. that the Board approve the following resolution:

WHEREAS, the District has to advertise for Related Services for Special Education for the 2018-2019 school year,

WHEREAS, the Purchasing Agent/Business Administrator advertised for Request For Proposal and on May 17, 2018 proposals were received. An evaluation team was selected and proposals were evaluated.

NOW THEREFORE BE IT RESOLVED, that based on the evaluations of the committee, the Business Administrator recommends that the Board approve the following **additional** vendors for Related Services for the school year 2018-2019:

CLINICIAN	RATES	NOT TO EXCEED
Robyn Walsh	\$135 (45min)	\$20,000.00
Novogrow, LLC	\$135 (45min)	\$15,000.00
Pediatric Occupational Therapy Services (POTS)	\$170 (45mins)	\$65,000.00
	\$220 (60mins)	
	\$220 per hour for Treatment notes for IEP meetings	

Per the awarded RFP on May 17, 2018, the following vendors are not being used for the 2018-2019 school year.

	NOT TO EXCEED
ABA/FBA THERAPY & COORDINATION	
INVO Health Care Assoc. (RFP)	\$20,000.00
\$72 per hr. ABA	Board Approved: 6/27/2018
\$800 ABA Evaluation	
\$90 per hr. BCBA	
\$1,350 BCBA Evaluation	
OCCUPATIONAL THERAPY	
Ardor Health Solutions (RFP)	\$15,000.00
\$73 Evaluation	Board Approved: 6/27/2018
\$63 Assistants	
\$68 SLP/CFY	
INVO Health Care Assoc. (RFP)	\$20,000.00
\$79 per hr.	Board Approved: 6/27/2018
\$320 Evaluation	
PHYSICAL THERAPY	
Ardor Health Solutions (RFP)	\$15,000.00

\$73 per hr.	Board Approved: 6/27/2018
\$73 Evaluation	
\$63 Assistants	
\$68 SLP/CFY	

Cumberland Therapy Svc. LLC (RFP)	\$20,000.00
\$85 per hr.	Board Approved: 6/27/2018
\$255 Evaluation	
INVO Health Care Assoc. (RFP)	\$20,000.00
\$80 per hr.	Board Approved: 6/27/2018
\$320 Evaluation	
Cumberland Therapy Svc. LLC (RFP)	\$20,000.00
\$85 per hr.	Board Approved: 6/27/2018
\$340 Evaluation	
\$100 per hr.	
INVO Health Care Assoc. (RFP)	\$20,000.00
\$80 per hr.	Board Approved: 6/27/2018
\$320 Evaluation	

22. that the Board approve the following transportation quoted contract for the 2018 Summer School Literacy and Math program at the Teaneck High School for Hawthorne, Thomas Jefferson and Benjamin Franklin students and submission of this agreement to the Executive County Superintendent of Schools for approval.

Route	Company	Destination	Per Diem Aide	Per Diem Vehicle	Total cost for 19days
SUM051011-1	First Student	Teaneck HS	\$50	\$150.00	\$3,800.00
SUM051011-2	First Student	Teaneck HS	\$50	\$150.00	\$3,800.00
SUM051011-3	First Student	Teaneck HS	\$50	\$150.00	\$3,800.00
				Total -	\$11,400.00

23. that the Board approve Paving Change Order No. 1 to Murray Paving & Concrete, LLC, Hackensack, NJ, for the paving of Thomas Jefferson Middle School Hartwell Street Circle in the amount of \$12,941.31, ESCNJ State Approved Coop# 65MCEDCCPS; JOC Contract No. MRESC 15/16-83 PV2, and that the contract be modified from the

original Board approval on May 9, 2018, motion no. 9, from \$147,793.66 to \$160,734.97.

24. **WHEREAS**, the District has to advertise for Nursing Services for Special Education for the 2018-2019 school year,
WHEREAS, the Purchasing Agent/Business Administrator advertised for Request For Proposal and on August 7, 2018 proposals were received. Through the Committee review the following proposal was awarded.
NOW THEREFORE BE IT RESOLVED, that based on the Committee review, the Business Administrator recommends that the Board approve the following vendor for the Nursing Services for the school year 2018-2019.

<u>VENDOR</u>	<u>RATE</u>	<u>NOT TO EXCEED</u>
Starlight	LPN-\$38/hr; RN-\$48/hr	\$100,000

25. that the Board accepts the annual **Nonpublic School entitlements** in the amounts noted, as awarded by the New Jersey Department of Education and furthermore, approve amendments to the **2018-2019** budget to reflect the grant awards:

Nursing Services	\$137,546
Technology	\$ 43,452
Textbooks	\$ 64,453
Security	\$106,350

26. that the Board approve the **2018-2019 Nonpublic School Technology Initiative Agreement** for administering the New Jersey Nonpublic School Technology grant in the amounts listed below:

MaAyanot Yeshiva High School	\$9,036
Academy of Greatness & Excellence	\$7,740
Academy of Saut ul Furqan	\$1,296
Heichal Hatorah	\$2,484
Sinai Schools	\$108
Sinai Shalem at Heichal Hatorah	\$36
Torah Academy	\$10,008
Wilbert Mays Seventh Day Adventist School	\$1,440
Yeshivat He'Atid	\$11,304
TOTAL	\$43,452

27. **Be it Resolved**, that the Board approves the lease/purchase of the following equipment from Atlantic Tomorrows, under state contract #A40467 (see the list of copiers and

locations) in the amount of \$3,339.55 per month for 60 months.

- 28. that the Board approve the contracts with those clinicians and agencies on the attached list who would provide related services and / or independent evaluations during the 2017-2018 school year.

Motion: S. Rodriguez	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

PERSONNEL

AUGUST 22, 2018

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Personnel resolutions:

1. that the Board approve the following certificated staff appointments for the 2018-2019 school year, effective date as indicated:
 - a. Brielle Rubin, Grade 6 Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Thomas Jefferson Middle School, effective September 01, 2018 through June 30, 2019, replacing Sarah Johnson, resigned (PC#: 10-11-33/cdu).
 - b. Amy Morales, Kindergarten Teacher, at an annual salary of \$63,300 (TTEA Guide BA/Step 8), assigned to Bryant Elementary School, effective September 01, 2018 through June 30, 2019, replacing James Kiernan, retired (PC#: 10-06-60/apz).
 - c. Debra Elwell, Theater Teacher, at an annual salary of \$60,800 (TTEA Guide BA/Step 7), assigned to Teaneck High School, effective September 01, 2018 through June 30, 2019, replacing employee #4602, non-renewal (PC#: 10-12-25/afa).
 - d. Ashley Andreala, Special Education Teacher (RC), at an annual salary of \$70,500 (TTEA Guide MA/Step 7), assigned to Benjamin Franklin Middle School, effective September 01, 2018 through June 30, 2019, replacing Nicole Esterow, resigned (PC#: 10-10-34/ajv).
 - e. Elizabeth Bennett, Special Education - Kindergarten Teacher (MD), at an annual salary of \$60,000 (TTEA Guide MA/Step 1), effective September 01, 2018 through June 30, 2019, replacing James Dunn, resigned (PC#: 10-06-32/bth).
 - f. Lynne Crawford, Supervisor of Special Education, at an annual salary of \$120,575 (TAAS Guide Subject Supervisor/Step 1), assigned to Special Services Department, effective August 20, 2018 through June 30, 2019, replacing, Regina Horre, resigned (PC#: 20-19-72/aan).
 - g. Jennifer Janeira, School Psychologist, at an annual salary of \$60,000 (TTEA Guide MA/Step1), assigned to Teaneck High School, effective September 01, 2018 through June 30, 2019, replacing employee #3955 (PC#: 10-12-72/afh).
 - h. Diana Sanchez, ESL Teacher, at an annual salary of \$54,500 (TTEA Guide BA/Step 1), assigned to Whittier Elementary School and Lowell Elementary School, effective September 01, 2018 through June 30, 2019, newly created position.
 - i. Christie Taylor, Vocal Music Teacher, at an annual salary of \$63,600 (TTEA Guide MA/Step 4), assigned to Whittier Elementary School effective September 01, 2018 through June 30, 2019, replacing Chrysten Angderson, resigned (PC#: 10-04-10/amm).
 - j. Joshua Luscombe, Special Education English Teacher, at an annual salary of \$60,000 (TTEA Guide MA/Step 1), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019, replacing Ivory McGee, retired (PC#: 10-12-33/bsz).

- k. Gregory Cooper, Dean of Students, at an annual salary of \$87,200 (TTEA Guide MA/Step 12) plus \$6,995 (Dean of Students differential), assigned to Teaneck High School effective September 01, 2018 through June 30, 2019, newly created position.
2. that the Board approve the following non-certificated staff appointment for the 2018-2019 school year, effective dates as indicated:
- a. Teresa Corallo, Supervisor of District Community Relations and Volunteer Services, at an annual salary of \$85,000 (off-guide), assigned to Eugene Field School, effective August 15, 2018 through June 30, 2019, newly created position.
- b. Paul Apollon, Executive Assistant for Human Resource Management, at an annual salary of \$68,000 (off-guide), assigned to Eugene Field School, effective September 10, 2018 through June 30, 2019, replacing employee #0463, (PC#: 30-14-84/awp).
3. that the Board approve the following long term substitute teacher at \$260 per-diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
- a. Samantha Blanco Galvin, September 04, 2018 through December 14, 2018, with no benefits, assigned to Benjamin Franklin Middle School, replacing Rochelle Yaros.
- b. Kristine Heinemann, September 04, 2018 through January 28, 2019, with no benefits, assigned to Benjamin Franklin Middle School, replacing Colleen Pagan.
- c. Michael Malone, September 04, 2018 through February 28, 2019, with no benefits, assigned to Teaneck High School, replacing Jae Kim.
- d. Janelle Malone, September 04, 2018 through February 28, 2019, with no benefits, assigned to Teaneck High School, replacing Jae Kim.
- e. Nina Odood, September 04, 2018 through a date to be determined, with no benefits, assigned to Teaneck High School, in place of Debra Elwell.
- f. Carolyn Gallagher, September 04, 2018 through October 19, 2018, with no benefits, assigned to Benjamin Franklin Middle School, or until a replacement is found.
4. that the Board approve Heidi McCullough, substitute secretary at \$15 per hour for the 2018-2019 school year:
5. that the Board rescind the appointment of the following certificated staff members for the 2018-2019 school year, effective immediately:
- a. Christina Rivera, Pre-K Teacher, Bryant Elementary School, replacing James Kiernan, (PC#: 10-06-60/apz).

b. Tikola McCree, Dance Teacher, Benjamin Franklin Middle School and Thomas Jefferson Middle School, newly created position.

c. Jessica Palmieri, Special Education Teacher, Lowell Elementary School, replacing employee #3966, (PC#: 10-07-35/cdz).

6. that the Board approve the following salaries of non-certificated staff for the 2018-2019 school year, effective July 01, 2018 through June 30, 2019 for twelve (12) month staff:

BUSINESS OFFICE:

<u>Name</u>	<u>Guide/Step</u>	<u>Salary</u>	<u>Longevity</u>
a. LeeAnn Mc Clain	Sec 12M B/Step 2	\$61,060	\$268
b. Paula Huber	Sec 12M B/Step 8	\$70,300	\$535

7. that the Board approve the following leaves of absence for the dates and reasons stated:

a. Jae Kim, Mathematics Teacher, Teaneck High School, paid medical leave with benefits from September 04, 2018 through February 28, 2019 using 112 personal illness days.

b. Randy Allshouse, Secretary, Teaneck High School, unpaid medical leave with benefits from September 01, 2018 through October 01, 2018.

c. Filiz Zeybek, Special Education Teacher, Hawthorne Elementary School, medical leave with pay from September 04, 2018 through October 05, 2018, using 21 personal illness days, and unpaid with benefits from October 06, 2018 through November 16, 2018, under FMLA.

8. that the Board approve the following resignation:

a. Jessi Van Buren, Special Education Teacher, Thomas Jefferson Middle School, resignation June 30, 2018.

9. that the Board approve the following retirement:

a. Christine Flanagan, Executive Assistant, Curriculum and Instruction Department, retiring October 01, 2018.

10. that the Board approve the location assignments, salaries, guide/step and longevity/differential, for the 2018-2019 school year, effective September 01, 2018 through June 30, 2019, as per the attached document.

11. that the Board approve payment to the following high school teachers, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective September 05, 2018, staff members will receive payment upon submission of appropriate payroll bill form for each pay date, and will receive their payment on the subsequent pay date:

<u>Name</u>	<u>Subject</u>	<u>Rate</u>
Jennifer Noel	Art I	\$80.00 (MA+32)
Marc Calello	Art I	\$70.00 (MA)
Bettina Peets	Dance	\$60.00 (BA)
Christie Prepis	Physical Education	\$70.00 (MA)
Daniel Henry	Physical Education	\$70.00 (MA)
Ashraf Elsayed	Math / Spec Ed.	\$60.00 (BA)
Eileen Hillman	Math /Comp. Science	\$70.00 (MA)
Shaun Reilly	Computer Science	\$80.00 (MA+32)
Jeff Slominsky	Computer Science	\$80.00 (MA+32)

12. that the Board approve payment to the following staff members for conducting a Peer Leadership program during zero period for the 2018-2019 school year, total cost not to exceed \$2,702:

- a. Katierose Augustine, Teaneck High School, stipend \$1,282.
- b. Daniel Olender, Teaneck High School, stipend \$1,420.

13. that the Board approve the following job description (attachment) for the 2018-2019 school year:

- a. Math Interventionist (TTEA Teacher Guide)

14. that the Board approve payment to the following Guidance Counselors at the per diem rate of \$476.75 for providing counseling services, in an amount not to exceed those listed.

<u>Name</u>	<u>Number of Days</u>	<u>Maximum Remuneration</u>
Douglas Book	3	\$1,429.35
Beth Fleischer	2	952.90
Lillian Garcia	1	476.45
Jennifer Taylor	1	476.45

15. that the Board approve payment to Sandra Warren-Givens as Foundation Trainer, for implementing and evaluating professional development workshops for non-tenured

teachers, during the 2018-2019 school year, maximum payment of \$2,584.

16. that the Board approve submission of the Statement of Assurance for the Comprehensive Equity Plan for 2018-2019.
17. that the Board approve the following attached list of individuals to be remunerated for work in the Teaneck Community Education Center's SACC (School Age Child Care) and Pre-K WRAP programs for the 2018-2019 school year, in amounts not to exceed those listed.
18. that the Board approve the following courses and/or individuals be remunerated for work in the Teaneck Community Education Center for the Fall 2018 semester in amounts not to exceed those listed:

Account # 60-602-100-300-56-72-PW

<u>Name</u>	<u>Course</u>	<u>Payment Amount</u>
Lynn Weimer	Zumba Instructor	\$1,750
Catherine Baehner-Ferrara	Belly Dance Instructor	\$1,890
Kaplan SAT Prep	SAT Prep Class	Pay to TCEC
Lentz & Lentz	SAT Prep Class	Pay to TCEC
Judi Adel	Creative Water Color Painting	\$1,500
The Music Path Company	Learn to Play Music Class	\$3,700
Black Box Studios	Black Box Musical Theater Exp	\$5,000

19. that the Board approve payment to the following employees who separated from the district for unused personal illness/vacation days:
 - a. Louise Leslie, Secretary, 16 personal illness days at \$55.00/per day, totaling \$880.00 and 41.5 vacation days at \$257.95/per day, totaling \$10,705.08, total payment of \$11,585.08.
 - b. Todd Sinclair, Supervisor of Physical Education, Health and Driver's Education/Athletic Director, 107 personal illness days at \$100/per day totaling \$10,700 and 23 vacation days at \$530.32/per day totaling \$12,197.25 and 27 vacation days at \$558.72 totaling \$15,085.31, total payment of \$37,982.57.
 - c. Dena Grushkin, Special Education Teacher, 102.5 personal illness/personal business days at \$25.00/per day, total payment of \$2,562.50
 - d. Michael Konsevick, Mathematics Teacher, 24 personal illness/personal business days at \$19.00/per day, total payment of \$456.00.

20. that the Board approve payment to Ashraf Elsayed, for assuming another staff member's 8th period class at Teaneck High School, at the negotiated contractual class rate of \$60.00 (BA) per class, 91 days in total, effective September 01, 2018, not to exceed \$5,460.
21. that the Board approve payment to the following teaching staff members to observe students and set up classes at the Pre-K and Kindergarten levels for the 2018-2019 school year. The teachers would receive 12 hours of professional development at \$50/hr, working with and without students.

Account#: 11-110-100-101-61-15-I-6

<u>Name</u>	<u>Hours</u>	<u>Payment Amount</u>
Lara Barrett	12	\$600
Peter Antonakis	12	\$600
Stephanie Baer	12	\$600
Hyo Youn Kim	12	\$600

22. that the Board approve Poonam Aier, as a student intern in the Guidance Department of Teaneck High School, effective September 2018 - December 2018, totaling 300 hours, pending criminal history review.
23. that the board approve the attached list of substitutes, for the 2018-2019 school year, as needed, at \$120 per-diem.
24. that the Board approve the appointment of Tunde Adedoyin, Manager Human Resources and Compliance and Vincent McHale, Assistant Superintendent, as Affirmative Action Officers for the 2018-2019 school year.
25. that the Board approve the following salaries of non-certificated staff for the 2018-2019 school year, effective September 01, 2018 through June 30, 2019 for ten (10) month staff:

ELEMENTARY SCHOOLS:

<u>Name</u>	<u>Guide/Step</u>	<u>Salary</u>	<u>Longevity</u>
a. Betty Ball	SEC 10M D/Step 8	\$45,000	\$268
b. Kelly Cambridge	PARAS/Step 3	\$38,800	
c. Marie Rosegren	PARAS/Step 6	\$40,900	\$440
d. Mary Sandvig	PARAS/Step 5	\$40,100	

26. that the Board approve the position reclassification of Human Resources Secretary (Grade B), (PC#: 30-14-84/awp) to Executive Assistant for Human Resource Management (off-guide), for the 2018-2019 school year.
27. that the Board approve the appointment of the following night security officer at \$25 per hour not to exceed six (6) hours per day (4pm-10pm, M-F), assigned to Teaneck High School, as needed, effective September 05, 2018 through June 30, 2019:
- a. Keith Richter
28. that the Board approve the following long term substitute teacher at \$260 per-diem, after twenty-one days of employment, assigned to a non-tenure track position, effective date as indicated, pending criminal history review:
- a. Allison Harrison, effective September 04, 2018 through October 05, 2018, with no benefits, assigned to Hawthorne Elementary School, in place of Felix Mejia.
29. that the Board approve the attached spreadsheet of Student Teacher Interns, locations, and teachers assigned for the 2018/19 school year.

Motion: S. Rodriguez	Second: H. Rose			
Board Member	Yes	No	Abstain	Absent
Ms. Arjumand (Shahanaz)	x			
Ms. Fisher (Victoria)	x			
Mr. Ramirez (Martin)	x			
Mrs. Rappoport (Sarah)	x			
Mr. Rodriguez (Sebastian)	x			
Mr. Rose (Howard)	x			
Ms. Sanders (Denise)	x			
Dr. Walser (Ardie)	x			
Mrs. Williams (Clara)	x			

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SUPPORT STAFF MEMBERS

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Nonrenewal of Nontenured Support Staff Member

Oct 13

[See POLICY ALERT Nos. 137, 144, 166 and 201]

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the district, the Superintendent shall recommend not to renew the support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each nontenured support staff member to whom reemployment will not be offered in writing in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

A nontenured support staff member whose contract is not renewed shall have the right to a written statement of the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to a nontenured support staff member within thirty days after the receipt of the request.



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SUPPORT STAFF MEMBERS

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Nonrenewal of Nontenured Support Staff Member

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment, the nontenured support staff member shall have the right to an informal appearance before the Board to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. The support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-4.1.

Adopted:



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SUPPORT STAFF MEMBERS

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Physical Examination

Feb 17

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[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

4160 PHYSICAL EXAMINATION

The Board of Education requires each candidate for employment who receives a conditional offer of employment to undergo a physical examination(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, but not limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



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SUPPORT STAFF MEMBERS

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Physical Examination

All staff members' medical and health records, including computerized records, will be secured, stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 or disability in accordance with Policies 4425 and 4435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



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SUPPORT STAFF MEMBERS

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Attendance

Feb 15

[See **POLICY ALERT Nos. 96 and 205**]

4212 ATTENDANCE

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. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with 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 the withholding of a salary increment, dismissal, 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. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for 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 to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, 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.

Adopted:



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[See POLICY MEMO No. 17]

[See POLICY ALERT Nos. 95, 96, 139, 172, 176, 203 and 205]

5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.



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Attendance

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted:



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Substance Abuse

Feb 15

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[See **POLICY ALERT Nos. 125, 133, and 205**]

4218 SUBSTANCE ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours. Refusal of a support staff member to consent to the medical examination and substance test will be determined to be a positive result.



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SUPPORT STAFF MEMBERS

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Substance Abuse

In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member responsible at the time of the alleged violation. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a support staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2

N.J.A.C. 6A:16-6.3; 6A:32-6.3

Adopted:



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[See **POLICY ALERT Nos. 105, 121, 144 156, 157, 161, 179 and 204**]

5530 SUBSTANCE ABUSE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.



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Substance Abuse

C. Instruction

N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.



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Substance Abuse

- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.



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2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
- d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
- e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
- f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.



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3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.



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G. Records and Confidentiality of Records

42 CFR Part 2

N.J.S.A. 18A:40A-7.1; 18A:40A-7.2

N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.



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I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.



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K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.; 6A:16-6.1 et seq.

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Eligibility of Resident/Nonresident Students

Mar 16

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[See POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173, 189 and 208]

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Teaneck Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease,



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or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and



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4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.



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The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



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When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.



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Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.



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Eligibility of Resident/Nonresident Students

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.



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Eligibility of Resident/Nonresident Students

Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with or without payment of tuition and Board approval.

Former Residents

1. Pupils whose parent(s) or legal guardian(s) move out of Teaneck, prior to May 1, may complete only the current school year provided that the proportionate tuition rate approved by the Board of Education is paid in advance to the School Business Administrator/Board Secretary (No tuition required after May 1).
2. A high school pupil whose parent(s) or legal guardian(s) move out of Teaneck during the second semester of his/her junior year or during their senior year and who has attended Teaneck Public Schools for the previous five years, may apply in writing to the Superintendent for consideration and approval to complete his/her high school career at Teaneck High School. If approval is granted, the pupil will be enrolled tuition-free.
3. When it is discovered that a child is not legally entitled to attend the district schools, tuition and administration costs (including attorney's fees, if necessary) will be collected forthwith from the parent(s) or legal guardian(s), and must cover the period of illegal attendance during which the parent(s) or legal guardian(s) were non-residents of the township.
4. The Board will not accept responsibility for the transportation of a non-resident pupil.

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

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Education of Homeless Children

Feb 17

[See **POLICY ALERT Nos. 160, 210 and 211**]

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing.

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is the Transition Corrdinator. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).



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Education of Homeless Children

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and



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Education of Homeless Children

request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

N.J.S.A. 18A:7B-12; 18A:7B-12.1

N.J.A.C. 6A:17-2.1 et seq.

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Service Animals
Oct 15

[See POLICY ALERT No. 207]

5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the policy of the Board to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district. (28 CFR §35.136)

A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. (28 CFR §36.104)
 - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual's disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).
 - c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.



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B. Generally

1. The district shall permit the use of a service animal by an individual with a disability unless:
 - a. The animal is out of control and the animal's handler does not take effective action to control it;
 - b. The animal is not housebroken.
2. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d))
3. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. (28 CFR §35.136(b))
4. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual equal access to the activity.
5. Unless the need for a service animal is readily apparent, the handler will be required to provide the district with information that:
 - a. The service animal is required because of a disability; and
 - b. What work or task the animal has been trained to perform.
6. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task. (28 CFR §35.136(f))



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7. Individuals who have service animals are not exempt from local animal control or public health requirements.
8. Service animals must be licensed and registered in accordance with State and local laws.

C. Delegation of Responsibility

1. The district is not responsible for the care or supervision of a service animal. (28 CFR §35.136(e))
2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by his or her service animal. (28 CFR §35.136(h))
3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal;
 - (4) Do not hesitate to ask the handler if he or she would like assistance regarding directions or the facility.



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2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
3. The district will require that the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal in the amount required by the Board of Education.

E. Miniature Horses

1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below. (28 CFR §35.136(i))
2. Ponies and full size horses are not considered miniature horses.
3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:
 - a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

28 CFR §35.136

28 CFR §36.104

Adopted:



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High School Graduation
Feb 17
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[See POLICY ALERT Nos. 90, 95, 121 153, 157, 169, 186, 205, 208, 209,
and 211]

5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating student must have earned a minimum of one hundred and forty credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLs) including, but not limited to, the following credits:

1. At least twenty credits in English language arts aligned to grade nine through twelve standards;
2. At least fifteen credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
3. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;



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5. At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
6. At least five credits in visual and performing arts;
7. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
10. At least five credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of one hundred forty credits.

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLS.
 - a. Individualized student learning opportunities in all NJSLS areas include, but are not limited, to the following:
 - (1) Independent study;



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- (2) Online learning;
 - (3) Study abroad programs;
 - (4) Student exchange programs; and
 - (5) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
- b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall:
- (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or designee.
- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLs at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.



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- a. The district shall choose assessments that are aligned with or exceed the NJSLS and may include locally designed assessments.
 - b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department of Education-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that may consist of: Advanced Placement (AP) courses; the College-Level Examination Program (CLEP); or concurrent/dual enrollment at accredited higher education institutions.
- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation 5200;
2. Other requirements established by the Board of Education as indicated below:



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3. Any statutorily mandated requirements for earning a high school diploma; and
4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education (NJDOE), and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

1. The requirement that all students demonstrate proficiency in the high school end-of-course Partnership for Assessments of Readiness for College and Careers (PARCC) assessment in ELA 10 and Algebra I, or through the alternate means set forth at N.J.A.C. 6A:8-5.1(f) through (i);
2. The Board of Education will provide students who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate such competence through one of the alternate means set forth below:
 - a. For the graduating classes of 2016, 2017, 2018, and 2019, students who do not take both the ELA 10 and the Algebra I end-of-course PARCC assessments or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:
 - (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
 - (2) Meet the criteria of the portfolio appeals process; and



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- b. For the graduating class of 2020, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1 (a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:
 - (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
 - (2) Meet the criteria of the portfolio appeals process.
3. Beginning with the graduating class of 2021, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1(a)6, by the conclusion of their senior year and after multiple opportunities to take the assessments, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics by meeting the criteria of the portfolio appeals process.
4. In accordance with a NJDOE Memorandum dated January 24, 2017, students in the graduating cohort of 2020 and 2021 who completed an Algebra I course prior to September 6, 2016 and:
 - a. Took the PARCC Algebra I assessment, but did not pass and are now in an advanced mathematics course (e.g. Geometry or Algebra II); or



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- b. Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or
 - c. Did not have an opportunity to take the PARCC Algebra I assessment because the NJDOE did not offer a summer test administration, but are now in advanced mathematics course (e.g. Geometry or Algebra II). Only students in the graduating cohorts of 2020 and 2021 described in the three specific groups above in a. b., and c. are eligible to utilize the following pathways to demonstrate proficiency in mathematics:
 - (1) Take or retake the PARCC Algebra I assessment and pass; or
 - (2) Utilize the NJDOE portfolio appeals process, provided they take the PARCC Geometry assessment and the PARCC Algebra II assessment (if enrolled in the Algebra II course) and receive valid scores; or
 - (3) Take and pass the Geometry or Algebra II assessment.
5. All English Language Learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a Department of Education-approved English fluency assessment.
6. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities are not required to participate in repeated administration of high school end-of-course PARCC assessments.



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D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E. Students with Disabilities

1. Through the Individualized Educational Plan (IEP) process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student with a disability has met the specified alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
3. If the Board of Education grants an elementary school diploma, a student with a disability who fulfills the requirements of his or her IEP shall qualify for and receive a diploma.



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4. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
5. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.
6. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.



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- b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to pass high school end-of-course PARCC assessments to demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f) pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2016 shall demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f)1. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
 - a. Has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f);
 - b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
 - c. Has formally requested such early award of a State-endorsed high school diploma.

G. Notification

Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.



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H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education:

1. The total number of students graduated;
2. The number of students graduated under the substitute competency test process;
3. The number of students graduated under the portfolio appeals process;
4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's;
5. The total number of students denied graduation from the twelfth grade class; and
6. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy is revised.

N.J.S.A. 18A:7C-1; 18A:35-1; 18A:35-4.9; 18A:35-7; 18A:36-17
N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted:



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Use of Electronic Communication and Recording
Devices (ECRD)

Oct 15

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[See POLICY ALERT Nos. 158, 190 and 207]

5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

A student is not permitted to have turned on or use an ECRD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parent and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit



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Devices (ECRD)

appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, athletic events, and drama production filming. A student authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

A student shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present.

The _____ [Board, Superintendent or Principal], upon reviewing the request from the student, will make a determination. The determination will be in writing and if approved, written permission for the student to bring and/or possess a remotely activating paging device will be provided to the student. Permission will only be provided for

Select one of the following alternatives below

_____ the school year.

_____ (specific number) month(s).

_____ (specific number) week(s).



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Use of Electronic Communication and Recording
Devices (ECRD)

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.]

A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the student is required to respond to an emergency and the student provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

N.J.S.A. 2C:33-19

Adopted:



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Suspension
May 17
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[See POLICY ALERT No. 140, 144, 147, 176, 203 and 212]

5610 SUSPENSION

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

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

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

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

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



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Suspension

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

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

The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.

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

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

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



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Suspension

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

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

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



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Expulsion
May 17
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[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203 and 212]

5620 EXPULSION

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

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

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

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



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Expulsion

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

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

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

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

Adopted:



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Direct Deposit
Apr 14

[See POLICY ALERT No. 202]

6511 DIRECT DEPOSIT

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

N.J.S.A. 52:14-15h
N.J.A.C. 6A:23A-5.7

Adopted:



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Bed Bugs
May 17

[See POLICY ALERT No. 212]

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will then inform the District's IPM Coordinator who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial



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Bed Bugs

staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall

seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.



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Bed Bugs

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

Adopted:



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Student Records
Dec 16
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[See POLICY ALERT Nos. 83, 95, 110, 121, 138, 139,
144, 163, 171, 175 and 210]

8330 STUDENT RECORDS

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

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

General Considerations

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

Nothing in this Policy shall be construed to prohibit certified school personnel from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.



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No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is a publication of the Board of Education that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the school district from including any or all types of information about the student in any student information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory for Official Use

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



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Mandated and Permitted Student Records

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

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

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

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

Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

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



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Access to Student Records

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

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

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

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

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

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

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



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Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. shall have access to the records of a student subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

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

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

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

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

Retention and Disposal of Student Records

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



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

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

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

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

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

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Local Wellness Policy/Nutrient Standards for
Meals and Other Foods

May 17

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[See POLICY ALERT Nos. 174, 195, 198, 204 and 212]

8505 LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.



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- c. The Principal or School Wellness Policy Coordinator will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or School Wellness Policy Coordinator, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or School Wellness Policy Coordinator will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or School Wellness Policy Coordinator will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.



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- c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items and for students to make informed choices about nutrition, health, and physical activity.
3. Goals for Physical Activity
- a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
 - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
 - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.



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- (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- b. The following activities will be coordinated in each middle school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
 - c. The following activities will be coordinated in each high school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.



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- (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
4. Goals for Other School-Based Activities - The following activities will be coordinated in the district:
- a. The district will establish a District Wellness Committee (DWC). The DWC will:
 - (1) Be comprised of a Principal, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, at least one food service staff member representing all school levels in the district, and the District Wellness Policy Coordinator; and
 - (2) Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.
 - b. The Principal or School Wellness Policy Coordinator will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.



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- c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Principal and/or School Wellness Policy Coordinator.
 - d. The Principal and/or School Wellness Policy Coordinator will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the School Wellness Policy Coordinator in an Annual School Progress Report provided to the Superintendent of Schools before May 1.
 - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
6. Annual District Summary Progress Report
- a. Upon receiving the Annual School Progress Report from each school, the District Wellness Policy Coordinator will compile an Annual District Summary Progress Report to be presented to the Superintendent and Board of Education at a public meeting before May 30 of the current school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.



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Local Wellness Policy/Nutrient Standards for
Meals and Other Foods

- b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.
2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for each appropriate grade level. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be pre-approved by the Principal or designee and the District Wellness Policy Coordinator.



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Local Wellness Policy/Nutrient Standards for
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4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.

C. District Coordinator

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.
 - a. The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.



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D. Wellness Policy Assessment

1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.
2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

E. Records

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:
 - a. The Board-approved Wellness Policy;
 - b. Documentation demonstrating the Policy has been made available to the public;
 - c. Documentation of the efforts made in the school district to review and update the Policy;
 - d. Documentation demonstrating compliance with the annual public notification requirements;
 - e. Documentation demonstrating the most recent assessment on Policy implementation; and
 - f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.



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Local Wellness Policy/Nutrient Standards for
Meals and Other Foods

F. Publication/Dissemination

This Policy and Assessment will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted:



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School Nutrition Programs

Jul 15

[See **POLICY ALERT Nos. 96 and 206**]

8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.



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School Nutrition Programs

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



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School Nutrition Programs

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.
N.J.S.A. 18A:33-5; 18A:58-7.2
N.J.A.C. 2:36

Adopted:



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Unpaid Meal Charges/Outstanding Food Service

Charges

May 17

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[See **POLICY ALERT Nos. 206, 208 and 212**]

8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears in excess of \$10.00, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of \$50.00, at which time the student will not be served school breakfast or lunch, as applicable.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.



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Unpaid Meal Charges/Outstanding Food Service Charges

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.



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Unpaid Meal Charges/Outstanding Food Service
Charges

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017

Adopted:



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COMMUNITY

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Home Schooling and Equivalent Education

Outside the Schools

Mar 87

Feb 12

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[See POLICY ALERT Nos. 141, 149 and 196]

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that a parent, guardian, or other person having custody and control of a child has a constitutional right to choose the type and character of education they feel is best suited for their child(ren), be it secular or sectarian. Home schooling is an option and when chosen this option will be carried out in the pupil's home rather than the school.

In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with N.J.S.A. 18A:38-25. The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.



POLICY GUIDE

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Home Schooling and Equivalent Education
Outside the Schools

The parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child seeks admission to this school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer pupil, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are home schooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of pupils enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code. The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.

A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.

N.J.S.A. 18A:38-25 through 18A:38-31

U.S.C.A. 1401 et seq.

New Jersey Department of Education – Frequently Asked Questions:
Home Schooling

Adopted:



1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (hiring entity) shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. and as outlined in Policy and Regulation 1613.

An applicant the hiring entity seeks to offer employment to and will fill a position which involves regular contact with students shall be required to provide their employment history pursuant to N.J.S.A. 18A:6-7.7.a.(1). The applicant shall also provide written authorization that consents to and authorizes the disclosure of information regarding the applicant's employment history and the release of related records by the applicant's current or former employer(s) regarding child abuse and/or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(2). The applicant shall also provide a written statement as to whether the applicant has any employment history regarding child abuse or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(3).

A hiring entity shall review an applicant's employment history as required in N.J.S.A. 18A:6-7.7.b. and if the hiring entity determines to continue the applicant's employment application process, the hiring entity shall contact those employers listed by the applicant and request confirmation of the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a.

Upon the hiring entity receiving and reviewing the information disclosed by the applicant's current and/or former employer(s), and finding an affirmative response to any of the inquiries required in N.J.S.A. 18A:7.7.b.(2), and if the hiring entity determines to continue with the applicant's job application process, the hiring entity shall make further inquiries of the applicant's current or former employer(s) to ascertain additional details regarding the information disclosed.

The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.c., a hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated because of any information received or due to the inability to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.



Disclosure and Review of Applicant's Employment History

In accordance with the provisions of N.J.S.A. 18A:6-7.9.d., a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if the applicant is offered employment or commences employment following June 1, 2018 and information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment under N.J.S.A. 18A:6-7.6 et seq. The termination of employment pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review of information received pursuant to N.J.S.A. 18A:6-7.7.b. provided the conditions outlined in N.J.S.A. 18A:6-7.10.b. are satisfied.

All requests for information sent to this school district, charter school, or nonpublic school from a hiring entity regarding a current or former employee in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee. The Superintendent or designee shall review the request for information and confirm the applicant's employment relationship and ensure the written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) prior to the release of information requested and the release of related records in accordance with N.J.S.A. 18A:6-7.6 et seq.

On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.6 et seq. shall be void and unenforceable.

Pursuant to N.J.S.A. 18A:6-7.11, information received by a school district, charter school, or nonpublic school under Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records. A school district, charter school, or nonpublic school that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false.

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;
18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13

New Jersey Department of Education Guidance and Resources to Assist with
Pre-Employment Requirements of P.L. 2018, c.5. - June 25, 2018

Adopted:



5512 HARASSMENT, INTIMIDATION, AND BULLYING

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A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



- b. Has the effect of insulting or demeaning any student or group of students;
or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

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

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

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



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

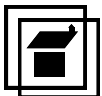
1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement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

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

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

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

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;



3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.



Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

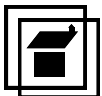
Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including



suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

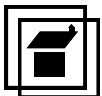
Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;



4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

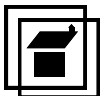
1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);



3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;



30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

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

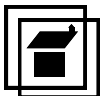
Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;



9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

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



In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

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

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

The district Anti-Bullying Coordinator shall:

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



2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

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

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



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

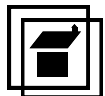
Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of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

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

[Option – Principal’s Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.



The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

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



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

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

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

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

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).



H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.



4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

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

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.



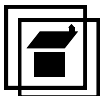
J. Consequences and Appropriate Remedial Action for False Accusation

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

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

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



The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

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

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



The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

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

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

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

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools’ Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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

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

O. School and District Grading Requirements

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

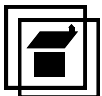
P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

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

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



R. Students with Disabilities

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

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

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

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:



5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR
STUDENTS WITH DISABILITIES

[Select Only One Option Below]

___ The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.

___ The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.]

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members, teachers, volunteers, and paraprofessionals who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and



Use of Physical Restraint and Seclusion Techniques for
Students with Disabilities

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff members, teachers, volunteers, and paraprofessionals in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next IEP meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's IEP team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant N.J.S.A. 18A:46-13.7.



Use of Physical Restraint and Seclusion Techniques for
Students with Disabilities

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall annually inform parents of students with disabilities about the Board's Policy regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7
New Jersey Department of Education Restraint and Seclusion Guidance for
Students with Disabilities – July 10, 2018

Adopted:



8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-.326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.



2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

Micro-Purchases:

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed \$3,500 as defined by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:

[Choose one or more of the following:

- centralized system;
- individual school;
- multi-school system; and/or
- State contract.]

4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

B. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:



1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
 - d. The deadline for submission of sealed bids or proposals; and
 - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period;
 - b. The Board of Education is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;



- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve minority and small business;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);



- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
 - q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
 - r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
 - s. Method of shipment or delivery upon contract award;
 - t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
 - u. Description of process for enabling vendors to receive or pick up orders upon contract award;
 - v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
 - w. Signed statement of non-collusion;
 - x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.



- a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
 - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
 - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
 - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
 - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
 - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.



- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

C. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.



8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

D. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.



E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

F. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

G. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:



- a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

H. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;



- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

I. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
- 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
 4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
 5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- J. Food Service Management Company (FSMC)
1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
 2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
 3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law



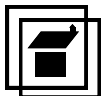
Procurement Procedures for School Nutrition Programs

APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$3,500 *	Micro - purchases 2 CFR 200.320(a)	Sound Business Practice *
	SINGLE TRANSACTION AGGREGATE COST LESS THAN \$3,500	
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
SMALL PURCHASE PROCEDURES		
\$3,501 up to \$29,000/\$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING \$3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$3,500 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$3,500	Sound Business Practice *
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
\$3,501 - \$149,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$150,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

State Agency Form #358 - July 2017

Adopted:



	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
T94	20-241-100-101-21-10-I-0 20-241-200-101-21-10-I-0	TITLE III STIPENDS TITLE III STIPENDS	(500.00)	500.00
	EXPLANATION: ESL STIPENDS			
T95	11-000-262-580-89-50-1-D 11-000-262-610-89-49-1-U 11-000-261-610-89-49-1-D	STAFF DEVEL O&M TRAVEL/CONF UNIFORMS O&M MAINTENANCE SUPPLIES	(850.00) (542.70) (1,392.70)	1,392.70
	EXPLANATION: MAINTENANCE MATERIALS & SUPPLIES DISTRICT WIDE			
T96	11-000-262-621-89-51-1-N 11-000-261-420-89-53-1-D	UTILITIES/GAS CONTRACTS BLG MAINT	(35,000.00)	35,000.00
	EXPLANATION: DISTRICT BOILER REPAIRS 2017-2018			
T97	11-401-100-600-29-40-T-H 11-401-100-890-29-40-T-H	SUPPLIES/CLUBS,ETC/THS OTHER EXP/CO-CURRIC/THS	(6.08)	6.08
	EXPLANATION: THS CLUB EXPENSE			
T98	60-702-100-890-56-73-P-W 60-702-200-800-56-73-P-W	SACC-CAMP K/OTHER EXPENSES SACC-CAMP K/REFUNDS	(800.00)	800.00
	EXPLANATION: PARENT SACC PROGRAM REFUNDS DUE FOR 2017-2018			
T99	11-000-270-512-20-52-T-H 11-401-100-890-29-40-T-H	FIELD TRIPS/ALL OTHER EXP/CO-CURRIC/THS	(948.69)	948.60
	EXPLANATION: POLICE SECURITY MARCH THS EVENTS			
T100	11-190-100-610-18-40-F-F 12-000-100-730-18-31-S-D	INSTRUCT'L SUPPLIES/BF INST'L/EQUIP/D-WIDE	(2,400.00)	2,400.00
	EXPLANATION: PURCHASE OF POSTER MAKING MACHINE FOR BF			
T101	11-000-213-100-74-10-0-6 11-000-213-300-74-57-C-D	CONTR SAL/NURSES/BRYANT FEES/PHYSICIANS & PRCH MED SRV	(10,997.75)	10,997.75
	EXPLANATION: YEAR END CLOSING			
T102	11-000-217-106-49-15-C-C 11-000-217-104-53-71-C-C	X-ORD SERVICES/OTHER EXT SCH YR/BEHAVORIST	(1,350.00)	1,350.00
	EXPLANATION: END OF YEAR CLOSING			
T103	11-000-230-331-64-56-0-D 11-000-230-332-83-56-0-D	FEES/LEGAL/PERSONNEL & LABOR AUDIT FEES	(525.00)	525.00
	EXPLANATION: YEAR END CLOSING			
T104	11-000-240-104-85-10-0-D 11-000-240-105-71-10-0-H 11-000-240-105-71-15-H-D 11-000-240-105-71-18-H-H 11-000-240-105-71-19-H-D	CONT SAL/OTH PROF STAFF/SUPV CONTR SAL/SECRETARIAL HS SMR WK/BLDG SEC-DIST CLERICAL OVERTIME SUBS/SECRETARIAL/DISTRICT WIDE	(6,025.84) (1,455.44) (836.60) (8,317.88)	4,123.98 <u>4,193.90</u> 8,317.88
	EXPLANATION: YEAR END CLOSING			
T105	11-000-261-100-89-10-0-D 11-000-261-100-89-10-0-M 11-000-261-420-89-53-1-D 11-000-261-100-89-18-H-1 11-000-261-610-89-49-1-D	CONTR SAL/MANAGER-MAINT,CUST CONTR SAL/MAINT.MECH CONTRACTS BLDG MAINT MAINTENANCE/OVERTIME MAINTENANCE/SUPPLIES	(1,016.04) (3,431.59) (6,440.37) (10,888.00)	9,690.60 <u>1,197.40</u> 10,888.00
	EXPLANATION: YEAR END CLOSING			
T106	11-000-262-100-89-18-H-1 11-000-262-100-89-19-H-1 11-000-262-107-71-15-0-D	CUSTODIAL/COMM EVENTS/O.T. CUSTODIAN SUBSTITUTES CONTR SAL/AIDES NOON/UNA	(8,350.00)	5,235.00 <u>3,115.00</u> 8,350.00
	EXPLANATION: YEAR END CLOSING			

T107	11-000-262-610-89-49-1-D	COPIER LEASE/MAINTENANCE/O&M	(350.51)	
	11-000-262-640-89-49-1-D	CUSTODIAL/OPERATIONS SUPPLIES	(7,365.07)	
	11-000-262-490-89-51-1-W	UTILITIES/WATER & SEWER	(1,084.42)	
			(8,800.00)	
	11-000-262-590-71-50-0-H	PURCH PROF SRV/DIST.LUNCH AIDE		8,800.00
	EXPLANATION: YEAR END CLOSING			
T108	11-000-263-100-89-10-0-0	CONTR SAL/GROUNDS	(2,522.50)	
	11-000-266-100-71-18-H-H	SECURITY SERVICES		2,522.50
	EXPLANATION: YEAR END CLOSING			
T109	11-000-291-270-99-21-0-0	INS EMPL/GROUP HLTH BNFT	(135,433.34)	
	11-000-291-290-99-20-H-D	SICK/VA/PD REIMBURSEMENT		79,598.30
	11-000-291-290-99-23-H-0	HEALTH BNFTS EMPLOYEE WAIVER		<u>55,835.04</u>
				135,433.34
	EXPLANATION: YEAR END CLOSING			
T110	11-130-100-101-66-10-0-F	CONTR SAL/CORE TCHRS/BF	(41,387.63)	
	11-130-100-101-66-10-0-J	CONTR SAL/CORE TCHRS/TJ	(61,046.80)	
			(102,434.43)	
	11-120-100-101-18-19-H-D	LONG TERM SUBS/GRADES 1-5		63,239.43
	11-120-100-101-66-10-0-F	CONTR SAL/CORE TCHRS/BF		<u>39,195.00</u>
				102,434.43
	EXPLANATION: YEAR END CLOSING			
T111	11-216-100-610-36-40-C-6	SUPPLIES/PSD	(1,997.50)	
	11-219-100-320-38-58-C-D	HOME INSTR/SE/OTHER PROF	(1,455.00)	
			(3,452.50)	
	11-219-100-101-38-10-H-D	OTH SAL/HOME INSTR/SPED		3,452.50
	EXPLANATION: YEAR END CLOSING			
T112	11-000-262-621-89-51-1-N	UTILITIES/GAS	(98,883.42)	
	11-000-262-622-89-51-1-E	UTILITIES/ELECTRIC	(99,622.67)	
	11-000-263-100-89-10-0-0	CONTR SAL/GROUNDS	(65,120.66)	
	11-000-270-511-92-52-0-D	CONTR/TRANSP/PRIV PARCHL	(82,152.63)	
	11-000-270-514-46-52-0-C	CONTR/TRAN/SP-ED IN DIST	(27,102.01)	
			(372,881.39)	
	11-000-262-420-89-53-1-D	CONTRACTS/OPERATIONS		372,881.39
	EXPLANATION: YEAR END CLOSING			
T113	11-000-251-340-83-50-0-0	PRCH'D TECHNICAL SERVICES/OSBM	(13,475.21)	
	11-000-251-340-84-50-H-0	PRCH'D TECHNICAL SERVICES/HRM	(2,247.94)	
			(15,723.15)	
	12-000-251-730-83-32-0-0	EQUIP/OSBM		15,723.15
	EXPLANATION: YEAR END CLOSING			
T114	11-000-262-390-89-56-1-D	PROFESSIONAL FEES	(5,617.00)	
	11-000-262-420-72-40-C-C	EQUIP RPR/ADMN/SP SV OFF	(2,000.00)	
	11-000-262-420-74-50-C-D	MAINT-REPAIR/HEALTH EQUIP	(1,409.66)	
			(9,026.66)	
	12-000-261-730-89-32-1-D	MAINTENANCE EQUIPMENT		9,026.66
	EXPLANATION: YEAR END CLOSING			
T115	11-000-262-100-89-10-0-6	CONTR SAL/CUST DST III#6	(19,470.10)	
	12-000-262-730-89-31-1-D	PLAYGROUND EQUIPMENT		19,470.10
	EXPLANATION: YEAR END CLOSING			
T116	11-000-252-610-86-49-2-D	SUPPLIES & MATERIALS/TECH-NTWK	(83,120.42)	
	11-000-252-100-86-18-H-2	OVERTIME/CPTR TECH STAFF	(15,101.71)	
	11-000-261-420-89-53-1-D	CONTRACTS BLDG MAINT	(10,558.87)	
			(108,781.00)	
	12-000-262-730-89-32-1-D	OPERATIONS EQUIPMENT		108,781.00
	EXPLANATION: YEAR END CLOSING			
T117	60-602-200-800-56-72-P-W	COMM ED/REFUNDS	(676.31)	
	60-602-290-290-99-21-P-W	COMMUNITY ED/BENEFITS		676.31
	EXPLANATION: YEAR END CLOSING			
T118	20-231-100-101-22-15-I-4	TITLE I/STIPENDS/WHITTIER	(1,852.50)	
	20-231-200-100-22-15-I-4	TITLE I/STIPENDS/WHITTIER		1,852.50
	EXPLANATION: YEAR END CLOSING			

T119	20-231-100-101-22-15-I-F 20-231-290-290-99-22-I-F	TITLE I/STIPENDS/BFMS TITLE I/TPAF & FICA/BFMS	(339.70)	339.70
	EXPLANATION: YEAR END CLOSING			
T120	11-000-270-514-49-52-0-C 12-000-270-734-71-52-0-D	CONTR/TRANS/S-ED OUT DIST EQUIP.SCHOOL BUS/SPECIAL SVC	(7,493.09)	7493.09
	EXPLANATION: YEAR END CLOSING			

FINANCE COMMITTEE SIGNATURE

DATE

	ACCOUNT	DESCRIPTION	AMOUNT TRANSFERRED	
			From	To
T1	11-000-262-622-89-51-1-E	UTILITIES/ELECTRIC	(100,000.00)	
	11-000-262-621-89-51-1-N	UTILITIES/GAS		100,000.00
EXPLANATION: FUNDS NEEDED FOR GAS USAGE DISTRICT WIDE 2018-2019				
T2	11-000-262-622-89-51-1-E	UTILITIES/ELECTRIC	(42,000.00)	
	11-000-262-621-89-51-1-N	UTILITIES/GAS		42,000.00
EXPLANATION: DIRECT ENERGY BILLS BRYANT & TJ 2018-20219 SCHOOL YEAR				

FINANCE COMMITTEE SIGNATURE

DATE

Professional Development

Name: Maria Martinez
School or Department: Whittier School
Conference/Seminar/Workshop: 2018 Reading, Literacy and Learning Conference
Location: Mashantucket, Connecticut
Dates: October 24, 25 and 26, 2018
Estimated Cost: \$499 – Substitute Required (Grant Funded)

Name: Delores Connors
School or Department: Thomas Jefferson Middle School
Conference/Seminar/Workshop: 51st Annual Reading and Writing Conference
Location: New Brunswick, New Jersey
Dates: October 26, 2018
Estimated Cost: \$150 – Substitute Required (Grant Funded)

Name: Sandra Muro
School or Department: Eugene Field School
Conference/Seminar/Workshop: Fundamentals of Successful Project Management
Location: Saddle Brook, New Jersey
Dates: November 13 and 14, 2018
Estimated Cost: \$399 – Substitute Not Required (District Funded)

Name: Eric Akselrad
School or Department: Teaneck High School
Conference/Seminar/Workshop: Race, Sex and Sexuality in American History
Location: New Brunswick, New Jersey
Dates: November 2, 2018
Estimated Cost: \$76 – Substitute Required (Grant Funded)

Name: Eric Akselrad
School or Department: Teaneck High School
Conference/Seminar/Workshop: The US in the Middle East: What does Oil have to do with it?
Location: New Brunswick, New Jersey
Dates: April 5, 2019
Estimated Cost: \$76 – Substitute Required (Grant Funded)

Name: Rolando Monserrat
School or Department: Teaneck High School
Conference/Seminar/Workshop: Construct 3D
Location: Atlanta, Georgia
Dates: October 5, 6, 7 and 8, 2018
Estimated Cost: \$1139.15 – Substitute Required (Grant Funded)

Professional Development

Name: Trina Moschella
School or Department: Eugene Field School
Conference/Seminar/Workshop: Administrator / Math Supervisor Workshop
Location: Fairfield, New Jersey
Dates: October 16 and December 5, 2018
Estimated Cost: \$310 – Substitute Not Required (Grant Funded)

Name: Melissa Simmons
School or Department: Business Office
Conference/Seminar/Workshop: Business Administrator/ASBO Annual Meeting & EXPO
2018
Location: Kissimmee, Florida
Dates: September 21 & September 24, 2018
Estimated Cost: \$2,613.98 – Substitute Not Required (District Funded)

Fundraising Activities by School

School or Department: Benjamin Franklin Middle School
 Fundraising Activity: A+ School Rewards Program at Stop & Shop
 Sponsoring Organization: Benjamin Franklin Middle School
 Name of sponsors: Natasha Pitt, Principal
 Participants: Staff, students and their families
 Location: Stop & Shop
 Date(s): 9-1-18 through 6-30-19
 Estimated funds to be raised by this activity: \$500
 Funds to sponsoring organization: \$500

EXPLANATION: Staff, students, family members and friends would register online at stopandshop.com to set up an account and select BFMS to earn cash each time they shop and use their Stop & Shop card. The funds would be used for student activities and events.

School or Department: Benjamin Franklin Middle School
 Fundraising Activity: Sale of empanadas, pizza, snacks and water
 Sponsoring Organization: BFMS Parent/Teacher Organization (PTO)
 Name of sponsors: Francisca Amponsah
 Participants: Students and staff
 Location: BFMS Main Lobby after school
 Date(s): 9-14-18 through 6-14-19 Time: 3:00 pm - 4:00 pm
 Estimated funds to be raised by this activity: \$800
 Funds to sponsoring organization: \$800

EXPLANATION: Funds would be used to supplement eighth grade activities, trips and technology.

School or Department: Benjamin Franklin Middle School
 Fundraising Activity: Kastle Fundraising sale of popcorn, cookies and snacks
 Sponsoring Organization: BFMS Parent/Teacher Organization (PTO)
 Name of sponsors: Francisca Amponsah
 Participants: BFMS PTO to students and staff
 Location: BFMS lobby as determined by the principal's office
 Date(s): 9-21-18 through 10-29-18 Time: 3:00 pm - 4:00 pm
 Estimated funds to be raised by this activity: \$1,000
 Funds to sponsoring organization: \$1,000

EXPLANATION: Funds would be used to supplement activities and trips.

School or Department: Benjamin Franklin Middle School
 Fundraising Activity: Pizza sales
 Sponsoring Organization: BFMS Parent/Teacher Organization (PTO)
 Name of sponsors: Francisca Amponsah
 Participants: BFMS PTO to students and staff
 Location: BFMS lobby as determined by the principal's office
 Date(s): 10/2/18, 10/8/18, 10/18/18, 11/21/18, 12/3/18, 2/21/19, 3/18/19, 5/24/19, 6/18/19, 6/19/19, 6/20/19. Time: 12:30 pm during half day sessions
 Estimated funds to be raised by this activity: \$800
 Funds to sponsoring organization: \$800

EXPLANATION: The funds would be used to supplement activities, events and trips.

Fundraising Activities by School

School or Department: Benjamin Franklin Middle School
Fundraising Activity: Scholastic Book Fair
Sponsoring Organization: BFMS Parent/Teacher Organization (PTO)
Name of sponsors: Francisca Amponsah
Participants: BFMS PTO to students and staff
Location: BFMS Media Center as determined by the principal's office
Date(s): 10/15/18 - 10/19/18
Estimated funds to be raised by this activity: \$700
Funds to sponsoring organization: \$700

EXPLANATION: The funds would be used to supplement activities, events and trips.

School or Department: Benjamin Franklin Middle School
Fundraising Activity: Sports Night
Sponsoring Organization: BFMS Parent/Teacher Organization (PTO)
Name of sponsors: Francisca Amponsah, parent
Participants: BFMS PTO to students, staff and parents
Location: BFMS gymnasium
Date(s): 11/27/18
Estimated funds to be raised by this activity: \$800
Funds to sponsoring organization: \$800

EXPLANATION: The funds would be used to supplement activities, events and trips.

School or Department: Benjamin Franklin Middle School
Fundraising Activity: Sale of Spirit Wear
Sponsoring Organization: BFMS Parent/Teacher Organization (PTO)
Name of sponsors: Francisca Amponsah, parent
Participants: BFMS PTO sell to students and staff
Location: BFMS Lobby as determined by the principal's office
Date(s): September 2018 through June 2018 Time: 3:00 - 4:00 pm
Estimated funds to be raised by this activity: \$500
Funds to sponsoring organization: \$500

EXPLANATION: Funds would be used to supplement activities, events and trips.

School or Department: Teaneck High School
Fundraising Activity: Fan Cloth Paraphernalia for THS
Sponsoring Organization: THS Softball
Name of sponsors: James Lagomarsino, Coach
Participants: Softball Team to students and staff
Location: high school lobby as determined by the principal's office
Date(s): 9-15-18 through 10-15-18
Estimated funds to be raised by this activity: \$4,000
Funds to sponsoring organization: \$4,000

EXPLANATION: Funds would be used to offset training, purchase alternate jerseys

Fundraising Activities by School

School or Department: Teaneck High School
Fundraising Activity: Applebee's Pancake Breakfast
Sponsoring Organization: Teaneck Softball
Name of sponsors: James Lagomarsino (Coach)
Participants: Softball team sell to staff, students and community
Location: Applebee's, Hackensack, NJ
Date(s): October 15, 2018 through December 1, 2018
Estimated funds to be raised by this activity: \$1,500
Funds to sponsoring organization: \$1,500

EXPLANATION: Funds would be used to offset off-season training costs and alternate uniforms for varsity.

School or Department: Teaneck High School
Fundraising Activity: Bake Sale and Spirit Wear
Sponsoring Organization: Majorettes and Twirlers
Name of sponsors: Christine Mayers, Advisor
Participants: Twirlers and their parents
Location: THS lobby as determined by the principal's office
Date(s): September 2018 through November 26, 2018 Time: 3:00 pm
Estimated funds to be raised by this activity: \$900
Funds to sponsoring organization: \$900

EXPLANATION: Funds would be used to purchase plaques, supplement cost for gear and uniforms.

School or Department: Teaneck High School
Fundraising Activity: Bake Sale
Sponsoring Organization: Black Youth Organization (BYO)
Name of sponsors: Christine Mayers (Advisor)
Participants: BYO students sell to THS students and faculty
Location: THS lobby as determined by the principal's office
Date(s): September 2018 through June 2018 Time: 3:00 pm
Estimated funds to be raised by this activity: \$1,000
Funds to sponsoring organization: \$1,000

EXPLANATION: Funds would be used to supplement cost of sashes, t-shirts and the end-of-year celebration.

OUT-OF-DISTRICT TUITION CONTRACTS 2018-2019

Student ID#	School	Tuition Amount	Start Date	1:1 Aide
99795	Windsor Learning Center	\$65,100.00	7/9/2018	\$32,724.30
101536	East Mountain School	\$72,198.00	7/5/2018	
103122	New Alliance Academy	\$87,832.50	7/1/2018	
103477	New Alliance Academy	\$87,832.50	7/1/2018	
103828	Windsor Learning Center	\$55,880.00	9/5/2018	
95182	Camphill Special Services	\$94,993.00	7/1/2018	
102515	Sinai School	\$50,000.00	9/1/2018	
103731	The Forum School	\$70,984.98	7/2/2018	
99987	Winston Prep	\$50,000.00	9/1/2018	
93811	The Phoenix Center	\$73,304.70	9/5/2018	\$33,969.00
103965	CTC Academy Inc.	\$85,490.00	7/5/2018	\$22,660.00
101936	CTC Academy Inc.	\$88,580.00	7/5/2018	\$22,660.00
98268	Sage Day	\$60,300.00	9/4/2018	
98191	Sage Day	\$60,300.00	9/4/2018	
102740	Cornerstone Day School	\$84,662.60	7/9/2018	
102958	Cornerstone Day School	\$84,662.60	7/9/2018	
97916	Cornerstone Day School	\$84,662.60	7/9/2018	
104247	Shepard School	\$65,135.40	7/2/2018	
103175	Shepard School	\$65,135.40	7/2/2018	
104305	Shepard School	\$65,135.40	7/2/2018	
99673	Windsor School	\$74,500.00	7/9/2018	
102586	Terranova Group Inc. t/a Chapel Hill Academy	\$71,190.00	7/5/2018	
103106	Sinai School	\$50,000.00	9/1/2018	
100413	Sinai School	\$54,000.00	9/1/2018	
99744	Sinai School	\$50,000.00	9/1/2018	
96813	East Mountain School	\$72,198.00	7/5/2018	
100124	Cornerstone Day School	\$84,662.00	7/17/2018	
100840	New Alliance Academy	\$87,832.50	7/1/2018	
91889	New Milford Board of Education	\$35,700.00	9/6/2018	
97779	New Milford Board of Education	\$33,800.00	7/5/2018	
98382	Terranova Group Inc. t/a Chapel Hill Academy	\$71,190.00	9/5/2018	
96802	Terranova Group Inc. t/a Chapel Hill Academy	\$71,190.00	9/5/2018	
96254	The High Point School of Bergen County	\$62,764.95	9/5/2018	
104196	The High Point School of Bergen County	\$62,764.95	9/5/2018	
96473	The High Point School of Bergen County	\$62,764.95	9/5/2018	

Student ID#	School	Tuition Amount	Start Date	1:1 Aide
93706	Bancroft	\$70,523.92	7/5/2018	\$40,704.00
95325	The Felician School for Exceptional Children	\$60,442.44	7/2/2018	
90619	The Felician School for Exceptional Children	\$60,442.44	7/2/2018	
98953	Northern Valley Regional High School	\$75,019.00	7/1/2018	\$46,800.00
98210	Northern Valley Regional High School	\$75,019.00	7/1/2018	\$46,800.00
100149	Northern Valley Regional High School	\$75,019.00	7/1/2018	\$46,800.00
97476	Windsor Bergen Academy	\$64,392.03	7/2/2018	
100435	Windsor Bergen Academy	\$64,392.03	7/2/2018	
96863	Windsor Preparatory High School	\$53,970.36	9/4/2018	
98887	Windsor Preparatory High School	\$53,970.36	9/4/2018	
99673	Windsor Preparatory High School	\$53,970.36	9/4/2018	
98970	Windsor Preparatory High School	\$62,817.96	7/2/2018	
98970	Windsor Preparatory High School	\$62,817.96	7/2/2018	
100764	Windsor Preparatory High School	\$62,817.96	7/2/2018	
97655	Innercept LLC	\$154,800.00	7/1/2018	
96248	Leonida Board of Education	\$46,066.00	9/6/2018	
103568	Sinai School	\$50,000.00	9/6/2018	
98840	Sage Day	\$60,300.00	9/4/2018	
96025	Cresskill Board of Education	\$33,733.00	9/4/2018	
90622	Cresskill Board of Education	\$39,611.00	9/4/2018	
96948	Cresskill Board of Education	\$39,611.00	9/4/2018	
	TOTAL	\$3,716,482.85		\$181,104.00

ADDITIONAL TUITION MOTION

STUDENT ID	SCHOOL	TUITION	START DATE
99613	Ridgefield Board of Education	\$45,800.00	7/5/2018
95128	Ridgefield Board of Education	\$61,000.00	7/5/2018
99702	Ridgefield Board of Education	\$49,330.00	9/5/2018
97548	Ridgefield Board of Education	\$39,593.00	9/5/2018
99388	Ridgefield Board of Education	\$45,800.00	7/5/2018
100024	Ridgefield Board of Education	\$61,000.00	7/5/2018
102433	Ridgefield Board of Education	\$61,000.00	7/5/2018
100330	Ridgefield Board of Education	\$45,800.00	7/5/2018
97886	Ridgefield Board of Education	\$45,800.00	7/5/2018
95942	Ridgefield Board of Education	\$49,330.00	7/5/2018
95346	Ridgefield Board of Education	\$61,000.00	7/5/2018
93547	Ridgefield Board of Education	\$61,000.00	7/5/2018
91922	Ridgefield Board of Education	\$45,800.00	7/5/2018
98695	The High Point School of Bergen County	\$62,764.95	9/5/2018
103845	Winston Preparatory School	\$65,900.00	9/5/2018
99576	North Jersey Elks Developmental Disabilities Agency	\$65,784.15	9/5/2018
93508	North Jersey Elks Developmental Disabilities Agency	\$74,318.31	7/2/2018
94325	North Jersey Elks Developmental Disabilities Agency	\$74,318.31	7/2/2018
93883	Ridgefield Board of Education	\$39,593.00	9/5/2018
94412	New England Center for Children	\$280,039.29	7/1/2018
	TOTAL	\$662,718.01	

ESY OUT-OF-DISTRICT TUITION CONTRACTS SUMMER 2018

Student ID#	School - ESY 2018	Tuition Amount	Start Date	1:1 Aide
96248	Leonida Board of Education	\$6,500.00	6/25/2018	
96155	BCSS Bleshman Regional Day School and Venture Program	\$5,300.00	7/2/2018	\$5,000.00
97411	BCSS Bleshman Regional Day School and Venture Program	\$5,300.00	7/2/2018	\$5,000.00
100347	BCSS Bleshman Regional Day School and Venture Program	\$5,300.00	7/2/2018	\$5,000.00
93779	BCSS Washington	\$7,800.00	7/2/2018	\$7,500.00
100617	BCSS Bleshman Regional Day School and Venture Program	\$5,300.00	7/2/2018	\$5,000.00
98504	BCSS Washington	\$7,800.00	7/2/2018	\$7,500.00
96287	BCSS Washington	\$7,800.00	7/2/2018	\$7,500.00
98191	Sage Day - Rochelle Park	\$3,325.00	6/25/2018	\$0.00
98268	Sage Day - Rochelle Park	\$3,325.00	6/25/2018	\$0.00
91889	New Milford Board of Education	\$3,100.00	7/5/2018	\$0.00
97779	New Milford Board of Education	\$3,100.00	7/5/2018	\$0.00
97889	Daytop Village of New Jersey	\$5,190.00	7/2/2018	\$0.00
102469	Camp Excel	\$4,700.00	7/2/2018	\$0.00
91434	Camp Huntington	\$9,870.00	7/2/2018	\$0.00
	TOTAL	\$83,710.00		\$42,500.00

OUT-OF-DISTRICT TUITION CONTRACTS 2017-2018

Student ID#	School	Tuition Amount	Start Date
95942	Ridgefield Board of Education	\$49,330.00	11/17/2017
99989	Monroe Township Public Schools	\$2,328.50	5/2/2018
98268	Sage Day School	\$250.00	
103568	Sinai Special Needs Institute Settlement Agreement	\$50,000.00	
	TOTAL	\$101,908.20	

ESY CLINICIAN CONTRACTS SUMMER 2018

CLINICIAN	RATES	NOT TO EXCEED
Robyn Walsh	Speech & Language Therapy \$135 per session	\$2,500.00
Novogrow	Pediatric Physical Therapy \$180 per 60 mins. \$135 per 45 mins. \$110 per 30 mins.	\$2,500.00
	TOTAL	\$5,000.00

CLINICIANS 2018-2019

CLINICIAN	RATES	NOT TO EXCEED
ABA/FBA THERAPY & COORDINATION		
Morris Union Jointure Commission	\$320 hr. or \$895 half day rate	\$3,500.00
Douglass Outreach, Rutgers University	\$2,800 assessment	\$3,000.00
Region V	\$70 hr. \$320 evaluation	\$35,000.00
ASSISTIVE TECHNOLOGY		
Cerebral Palsy of North Jersey / Tracy Agate	\$600 - \$1,000 augmentative communication evaluation	\$6,000.00
Christine Besko-Maughan	\$600 evaluation	\$1,200.00
Speech & Hearing Associates	\$575 Central Auditory Evaluation	\$2,000.00
	\$275 Comprehensive Peripheral Audiological Evaluation	
	\$400 Hearing Aid Evaluation	
	\$575 Speech-Language Evaluation	
	\$750 Bilingual Speech-Language Evaluation	
	\$775 Language Processing Evaluation	
	\$750 AAC Evaluation	
AUDIOLOGY		
Hackensack UMC	\$966 Central Auditory Processing Evaluation	\$5,000.00
	\$493 Classroom Observation/In-service/Training	
	\$797 Audiologic Evaluation	
CAMP		
Camp Excel	\$210 session	\$3,500.00

CLINICIAN	RATES	NOT TO EXCEED
CONSULTANTS		
Region V		\$350,000.00
NEUROLOGISTS		
Katlyne Lubin	\$700 evaluation	\$50,000.00
	\$250 cancelation	
	\$750 bilingual evaluation	
Neurodevelopmental Pediatrics, LLC	\$500 evaluation	\$15,000.00
Batul Ladak	\$250 cancelation	\$5,000.00
Aparna Mallik	\$450 Neuro developmental / Neurological evaluation	\$5,000.00
Joseph Holahan	\$450 Neuro developmental / Neurological evaluation	\$5,000.00
Colleen Dorfmann	\$285 evaluation	\$5,000.00
Nancy Holahan	\$450 Neuro developmental / Neurological evaluation	\$5,000.00
Poorvi Patel	\$450 Neuro developmental / Neurological evaluation	\$5,000.00
Martin Weiner	\$450 evaluation	\$5,000.00
Jane Healey	\$3,500 - \$3,700 neuro-psychological evaluation	\$2,000.00
DCF Psychological Services, LLC	\$1,500 neuro-psychological evaluations	\$5,000.00
Abrah Bessler, MD	\$2,400 neuro-psychological	\$10,000.00
Northeast Regional Epilepsy Group	\$2,800 - \$3,500 evaluation	\$3,500.00
Michael Steinhardt	\$4,000 evaluation	\$10,000.00
Compassionate Pediatrics	\$400 evaluation	\$3,500.00
NURSING		
Region V	\$48/hr. RN; \$38 hr./LPN	\$200,000.00
OCCUPATIONAL THERAPY		
Camp Excel	\$105 session	\$10,000.00
Cresskill Public Schools	\$60 30 min.	\$10,000.00

CLINICIAN	RATES	NOT TO EXCEED
Leonia Board of Education	\$65 session	\$8,000.00
Northern Valley Regional High School	\$60 hr.	\$10,000.00
Pascack Valley Regional High School	\$100 hr.	\$15,000.00
	\$50/30 min.	
Region V	\$70 hr. \$320 evaluation	\$100,000.00
Ridgefield Board of Education	\$90 30 min.	\$25,000.00
PHYSICAL THERAPY		
Camp Excel	\$105 session	\$10,000.00
Cresskill Board of Education	\$60 30 min.	\$10,000.00
Leonia Board of Education	\$65 per session	\$8,000.00
Northern Valley Regional High School		\$10,000.00
Ridgefield Board of Education	\$90 30 min.	\$25,000.00
Region V	\$70 hr. \$320 evaluation	\$50,000.00
PSYCHIATRIST		
Esther Fridman	\$600 evaluation	\$5,000.00
	\$275 cancellation/no show	
Morton Fridman	\$600 evaluation	\$5,000.00
	\$275 cancellation/no show	
Leslie Nagy	\$700 evaluation	\$80,000.00
	\$325 cancellation/no show	
PSYCHOLOGISTS		
Lifespan Associates/Dr. Larissa Labay	\$325 hr. consultation	\$15,000.00
	\$205 45 min. individual	
	\$68.33 15 mins. travel time	
St. Joseph's Children's Hospital	\$450 Neuro developmental / Neurological evaluation	\$20,000.00
Anthony Musco/Princeton Psychological Association	\$350 psychological assessment	\$2,000.00
Psychological Group of Northern NJ, PC	\$400 evaluation	\$2,000.00

CLINICIAN	RATES	NOT TO EXCEED
Russell Kormann	\$3,500 Functional Behavior Analysis	\$7,000.00
Cliff Malat	\$450 initial evaluation	\$900.00
	\$350 re-evaluation	
PSYCHOTHERAPY		
West Bergen Mental Healthcare	\$65 Therapeutic Group	\$8,000.00
	\$125 Individual Therapy	
	\$175 Family Therapy	
SPEECH THERAPY		
Cresskill Public Schools	\$1,000 Counseling Services	\$10,000.00
	\$60 30 min.	
Morris Union Jointure Commission	\$285 speech evaluation	\$3,500.00
Region V	\$70 hr. \$320 evaluation	\$325,000.00

ADDITIONAL CLINICIANS 2017-2018

CLINICIAN	SERVICE	NOT TO EXCEED
Cresskill Public Schools	Counseling September 17 to June 18. 2018	\$600.00
Specialty Professional Services Corp	RN \$48 hr.	\$600.00
	TOTAL	\$1,200.00

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
ANDERS	KRISTINA	MA	9	BENJAMIN FRANKLIN	\$ 76,800.00		
APREDA	SONIA	MA+32	11	BENJAMIN FRANKLIN	\$ 94,600.00		
ASH	MAUREEN	MA	12	BENJAMIN FRANKLIN	\$ 87,200.00		
AVERY-DEVLUGT	ANGELA	MA	6	BENJAMIN FRANKLIN	\$ 67,000.00		
BARBOSA	LEANA	MA	16	BENJAMIN FRANKLIN	\$ 117,600.00		
BASSETT	DANIEL	BA	6	BENJAMIN FRANKLIN	\$ 59,500.00		
BAUER	ELIZABETH	MA+32	3	BENJAMIN FRANKLIN	\$ 68,000.00		
BERGEN	JESSICA	BA	7	BENJAMIN FRANKLIN	\$ 60,800.00		
BERRIOS	ANDREA	MA	9	BENJAMIN FRANKLIN	\$ 76,800.00		
BIERNACKA	ELZBIETA	MA+32	6	BENJAMIN FRANKLIN	\$ 73,500.00		
CATA	DANIELLE	MA+32	10	BENJAMIN FRANKLIN	\$ 90,800.00		
CINNELLA	GIUSEPPINA	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00		
CONTEH	ZAINABU	MA+32	11	BENJAMIN FRANKLIN	\$ 94,600.00		
CRIMMINS	KATHERINE M	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00	\$1,578.00	
CUSACK	ANGELINA E.	MA+32	15	BENJAMIN FRANKLIN	\$ 110,500.00		
EBERT	JOANNA E.	MA	12	BENJAMIN FRANKLIN	\$ 87,200.00		
FINKELSTEIN	BARBARA	MA	13	BENJAMIN FRANKLIN	\$ 92,100.00		
FISCHKELTA	PAULA	MA	7	BENJAMIN FRANKLIN	\$ 70,500.00		
GENUS	KIERA	BA	6	BENJAMIN FRANKLIN	\$ 59,500.00		
GONZALEZ	ALLEN F.	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00		
GORANT	JESSIE S.	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00	\$1,578.00	
GRASSI	CLAUDIA	BA	13	BENJAMIN FRANKLIN	\$ 76,250.00		
GRAVES	VATRELL	MA	9	BENJAMIN FRANKLIN	\$ 76,800.00		
HICKEY	WALTER L.	MA+32	15	BENJAMIN FRANKLIN	\$ 110,500.00		
KLEIN	EVE M	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00		
LAHULLIER	LAUREL	BA	4	BENJAMIN FRANKLIN	\$ 57,000.00		
LAZAR	JOAN	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00		
LO VERDE	JEREMY	MA	8	BENJAMIN FRANKLIN	\$ 74,000.00		
LOPEZ	VERONICA	MA	2	BENJAMIN FRANKLIN	\$ 61,200.00		
LOSPALLUTO	VANESSA	MA+32	9	BENJAMIN FRANKLIN	\$ 103,200.00		
MALACHI-CHANG	SHAKERRA	MA+32	14	BENJAMIN FRANKLIN	\$ 110,000.00		
MATARAZZO	MERIN	MA+32	11	BENJAMIN FRANKLIN	\$ 94,600.00		
MAZEROLLE	WILLIAM	MA+32	9	BENJAMIN FRANKLIN	\$ 86,000.00		
MEHTA	HINA R.	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00		
MORAN	AMY M	DOC	13	BENJAMIN FRANKLIN	\$ 116,000.00	\$1,578.00	
MUHEISEN	MARIAM	BA	2	BENJAMIN FRANKLIN	\$ 55,250.00		
MUNGUTI	MUNYIVA	MA+32	7	BENJAMIN FRANKLIN	\$ 76,000.00		
MURSCH	EILEEN	BA	11	BENJAMIN FRANKLIN	\$ 75,250.00		
O'CONNOR	PATRICK	MA+32	14	BENJAMIN FRANKLIN	\$ 110,000.00		
PAGAN	COLLEEN	MA+32	5	BENJAMIN FRANKLIN	\$ 71,000.00		
PAZ	STEPHANIE	MA	12	BENJAMIN FRANKLIN	\$ 87,200.00		
PETRUS	BELKIS C.	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00		
POWELL	JAVALDA	MA	11	BENJAMIN FRANKLIN	\$ 83,000.00		
PREZIOSI	BARBARA E	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00	\$1,578.00	
RAMIREZ	MELINKA	BA	4	BENJAMIN FRANKLIN	\$ 57,000.00		
RIVERA MOSQUERA	TANYA	MA	2	BENJAMIN FRANKLIN	\$ 61,200.00		
RONDAEL	LINEA	MA	5	BENJAMIN FRANKLIN	\$ 64,100.00		
ROSSY	KIMBERLY	MA	8	BENJAMIN FRANKLIN	\$ 74,000.00		
SANTANA	HAZEL	BA	3	BENJAMIN FRANKLIN	\$ 56,000.00		
SHORT	LUKE	BA	4	BENJAMIN FRANKLIN	\$ 57,000.00		
SMITH JR	MICHAEL	MA	15	BENJAMIN FRANKLIN	\$ 97,400.00		
SPAIN	DIANA M	MA+32	16	BENJAMIN FRANKLIN	\$ 111,000.00	\$1,578.00	
STANIC	VICTOR	BA	8	BENJAMIN FRANKLIN	\$ 63,300.00		
TAURIELLO	JOSEPH	MA	5	BENJAMIN FRANKLIN	\$ 64,100.00		
TEWEY	MARGARET	MA+32	12	BENJAMIN FRANKLIN	\$ 100,000.00		
UWISAVYE	JEAN-GRATIEN	MA	13	BENJAMIN FRANKLIN	\$ 92,100.00		
WEISS	ROBERTA	MA	16	BENJAMIN FRANKLIN	\$ 98,000.00		

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
YAROS	ROCHELLE	MA	8	BENJAMIN FRANKLIN	\$ 74,000.00		
ANNUNZIATA	DANIELLE	BA	5	BRYANT	\$ 58,200.00		
ANTONAKIS	PETER	MA+32	16	BRYANT	\$ 111,000.00	\$1,578.00	
AUGUSTO	KATE	MA	11	BRYANT	\$ 83,000.00		
BAER	STEPHANIE	MA	16	BRYANT	\$ 98,000.00	\$1,578.00	
BARRETT	LARA	MA+32	10	BRYANT	\$ 90,800.00		
BELL	JENNIFER	MA	6	BRYANT	\$ 67,000.00		
BUTLER	BRITTANY A.	MA	5	BRYANT	\$ 64,100.00		
DUNN	JAMES J	MA	10	BRYANT	\$ 79,000.00		
ESTEVEZ	AMANDA	BA	5	BRYANT	\$ 58,200.00		
HAMMOUD	NISRENE	BA	5	BRYANT	\$ 58,200.00		
KIM	HYO YOUN	BA	3	BRYANT	\$ 56,000.00		
KOZUMA	MIKA	MA+32	15	BRYANT	\$ 110,500.00		
LA-MUI	MEI LINH	MA+32	6	BRYANT	\$ 73,500.00		
LAWSON	MONICA K	MA+32	16	BRYANT	\$ 111,000.00	\$1,578.00	
MENEELY	BONNIE	BA	5	BRYANT	\$ 58,200.00		
ORLETTI	MAUREEN	MA	7	BRYANT	\$ 70,500.00		
ORNER	DANA	BA	5	BRYANT	\$ 58,200.00		
OWENS	MORGAN	MA	4	BRYANT	\$ 63,600.00		
PANAGIOTOU	KRISTEN	MA+32	16	BRYANT	\$ 111,000.00	\$1,578.00	
SMITH	EMILY	MA+32	16	BRYANT	\$ 111,000.00		
VINPA	FELICIA	MA	6	BRYANT	\$ 67,000.00		
WESTER	SHEENA	BA	5	BRYANT	\$ 58,200.00		
WILCOX	TERI	MA+32	16	BRYANT	\$ 111,000.00	\$1,578.00	
AMATO	DANIELLE	MA+32	13	HAWTHORNE	\$ 105,000.00		
BAGNUOLO	DARLENE M.	MA+32	16	HAWTHORNE	\$ 111,000.00		
BLOUNT	JEMARA	MA+32	5	HAWTHORNE	\$ 71,000.00		
BOYLE	JULIANNE	BA	3	HAWTHORNE	\$ 56,000.00		
BRANTLEY	COLETTE L.	MA+32	13	HAWTHORNE	\$ 105,000.00		
BROWN	LISA Y.	MA+32	16	HAWTHORNE	\$ 111,000.00	\$1,578.00	
BUS	JANET M.	MA+32	16	HAWTHORNE	\$ 111,000.00		
CARDONE	MICHELE	BA	9	HAWTHORNE	\$ 67,000.00		
DOMINGUES	JENNIFER	MA+32	15	HAWTHORNE	\$ 110,500.00		
DORIS	MARYANN	MA+32	15	HAWTHORNE	\$ 110,500.00		
FERREIRA	KRISTEN	BA	7	HAWTHORNE	\$ 60,800.00		
GARCIA-TRAVIESO	BEATRIZ	BA	5	HAWTHORNE	\$ 58,200.00		
HALPERN	AMBER	MA	9	HAWTHORNE	\$ 76,800.00		
HERNANDEZ	VICTOR	MA	8	HAWTHORNE	\$ 74,000.00		
JACKSON	DANIELLE	BA	4	HAWTHORNE	\$ 57,000.00		
LINDNER	KARA	MA+32	16	HAWTHORNE	\$ 111,000.00	\$1,578.00	
MARTINEZ	ANGELINA	MA	9	HAWTHORNE	\$ 76,800.00		
MC KEE	STEPHANIE L.	MA+32	14	HAWTHORNE	\$ 110,000.00		
MELLER	AMANDA	MA	5	HAWTHORNE	\$ 64,100.00		
NAGENGAST	TRACY	MA	7	HAWTHORNE	\$ 70,500.00		
NICOTERA	DEBORAH	MA	7	HAWTHORNE	\$ 70,500.00		
NORRIS	ALLISON E	MA	16	HAWTHORNE	\$ 98,000.00	\$1,578.00	
NUNEZ	KRISTIN	MA	10	HAWTHORNE	\$ 79,000.00		
O'HARA	ANN MARIE	MA+32	8	HAWTHORNE	\$ 80,000.00		
O'TOOLE	SUZANNE L	MA+32	16	HAWTHORNE	\$ 111,000.00	\$1,578.00	
RIEDER	ELIZABETH	BA	5	HAWTHORNE	\$ 58,200.00		
SMITH	TAWANA	MA	7	HAWTHORNE	\$ 70,500.00		
THOMAS	SHENA	MA+32	12	HAWTHORNE	\$ 100,000.00		
UREVITCH	RITA F.	BA	13	HAWTHORNE	\$ 76,250.00		
WARREN-GIVENS	SAUNDRA	MA	16	HAWTHORNE	\$ 98,000.00	\$1,578.00	
WEBB	TARA	MA	7	HAWTHORNE	\$ 70,500.00		
ZEYBEK	FILIZ	MA	8	HAWTHORNE	\$ 74,000.00		
AHEARN	JENNIFER	MA+32	9	LOWELL	\$ 86,000.00		

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
BLAKE-ARROYO	ARETHA R	MA+32	16	LOWELL	\$ 111,000.00	\$1,578.00	
BUSHOVEN	SCOTT	BA	5	LOWELL	\$ 58,200.00		
CORTEZ	JENNIFER M.	MA+32	13	LOWELL	\$ 105,000.00	\$1,578.00	
CRUZ	REINIER	MA	16	LOWELL	\$ 98,000.00	\$1,578.00	
DIBONA	STACIE	MA+32	16	LOWELL	\$ 111,000.00		
DRELICH	NATALIA	BA	4	LOWELL	\$ 57,000.00		
FINIZIO	LAUREN	BA	8	LOWELL	\$ 63,300.00		
FRAZIER-ELLINGTON	MONIQUE	BA	7	LOWELL	\$ 60,800.00		
GALLARDO	ESTEFANY	BA	3	LOWELL	\$ 56,000.00		
GIANNIKOS	ANITHA	MA+32	13	LOWELL	\$ 105,000.00		
GIGANTE	ANGELA	MA	8	LOWELL	\$ 74,000.00		
GREENE	ALAN	MA+32	16	LOWELL	\$ 111,000.00	\$1,578.00	
GUYDEN	LISA	BA	6	LOWELL	\$ 59,500.00		
HERNANDEZ	CHRIS E.	MA+32	14	LOWELL	\$ 110,000.00		
HIEL	DENNIS A	MA	16	LOWELL	\$ 98,000.00	\$1,578.00	
HONDROS	ELEFThERIA	BA	6	LOWELL	\$ 59,500.00		
JOSEPH	SANDY	MA+32	16	LOWELL	\$ 111,000.00		
LOPEZ	JUSTINE	MA	5	LOWELL	\$ 64,100.00		
MESSMER	SAMANTHA	BA	5	LOWELL	\$ 58,200.00		
PARK	ANN S	MA+32	16	LOWELL	\$ 111,000.00	\$1,578.00	
PAYNE	EDNA K	MA+32	16	LOWELL	\$ 111,000.00	\$1,578.00	
RICHARDS	LEA ANN	MA	11	LOWELL	\$ 83,000.00		
RYERSON	ALEXIS	BA	4	LOWELL	\$ 57,000.00		
SGAMBATI	LISAMARIE	MA+32	8	LOWELL	\$ 80,000.00		
THIELMAN	KRISTINE	MA	6	LOWELL	\$ 67,000.00		
WILLIAMS	CARRIE L.	MA	14	LOWELL	\$ 96,500.00		
ZEIGLER	SHANE	MA+32	13	LOWELL	\$ 105,000.00		
HERNANDEZ	IRIS	MA+32	8	SPECIAL SERVICES	\$ 80,000.00		
ALMEIDA	HILARY	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
BENEVENGA	TIANA	BA	3	THOMAS JEFFERSON	\$ 56,000.00		
BENITEZ	DEBRA L.	MA+32	10	THOMAS JEFFERSON	\$ 90,800.00		
BROLEWICZ	JENNIE	BA	2	THOMAS JEFFERSON	\$ 55,250.00		
BUSH	ANTOINETTE	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
BUTLER	KAREN A	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00	\$1,578.00	
CARLETTA	SUSAN	MA	10	THOMAS JEFFERSON	\$ 79,000.00		
CECCHINI	KIMBERLY	MA	8	THOMAS JEFFERSON	\$ 74,000.00		
CHARAF	SUADA	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
CLINE	KRISTEN	MA	5	THOMAS JEFFERSON	\$ 64,100.00		
CONIL	CARMEN	BA	13	THOMAS JEFFERSON	\$ 76,250.00		
CONNORS	DELORES	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
DAVIS, JR	ROBERT	MA+32	6	THOMAS JEFFERSON	\$ 73,500.00		
DEMAIO	NINA	MA	5	THOMAS JEFFERSON	\$ 64,100.00		
DENARD	JENNIFER	MA	8	THOMAS JEFFERSON	\$ 74,000.00		
DERUITER	LYDIA	MA+32	13	THOMAS JEFFERSON	\$ 105,000.00		
DISTLER	LINDA	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
DWAN	SHANNON	BA	3	THOMAS JEFFERSON	\$ 56,000.00		
EISELE	BRITTANY	BA	6	THOMAS JEFFERSON	\$ 59,500.00		
GREEN	MATTHEW P	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00	\$1,578.00	
HALI	SAAH	MA+32	9	THOMAS JEFFERSON	\$ 86,000.00		
IAPPELLI	GILLIAN M.	MA	14	THOMAS JEFFERSON	\$ 96,500.00		
JOHNSON	VALERIE J	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00	\$1,578.00	
LALIKER	SAMANTHA	BA	5	THOMAS JEFFERSON	\$ 58,200.00		
LAWLOR	DANIELLE	BA	5	THOMAS JEFFERSON	\$ 58,200.00		
LUCKMAN JACOBS	SUE	MA+32	13	THOMAS JEFFERSON	\$ 105,000.00		
MARTINEZ	MARK	MA	5	THOMAS JEFFERSON	\$ 64,100.00		
MARTINO	MEREDITH	MA	11	THOMAS JEFFERSON	\$ 83,000.00		
MARTINO	PHILLIP	BA	12	THOMAS JEFFERSON	\$ 76,000.00		

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
MC MILLAN	MATTHEW R.	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
MEZZATESTA	GLEN G	MA	16	THOMAS JEFFERSON	\$ 98,000.00	\$1,578.00	
MIRANDER	SHELLIAN T.	MA+32	10	THOMAS JEFFERSON	\$ 90,800.00		
MORRISON	EVAN	MA	11	THOMAS JEFFERSON	\$ 83,000.00		
NEFF	MOLLY	MA	8	THOMAS JEFFERSON	\$ 74,000.00		
OGLETREE	FREDERICA A	MA	16	THOMAS JEFFERSON	\$ 98,000.00	\$1,578.00	
ORIOLO	MARY	BA	11	THOMAS JEFFERSON	\$ 75,250.00		
ORTIZ JR	RAMON	MA+32	11	THOMAS JEFFERSON	\$ 94,600.00		
PAPALEO	THOMAS R.	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
PETIT-BIELEN	CAROLE	BA	7	THOMAS JEFFERSON	\$ 60,800.00		
PICCININNI	FRANK S.	MA	16	THOMAS JEFFERSON	\$ 98,000.00		
PITTMAN	REGINALD L.	MA	15	THOMAS JEFFERSON	\$ 97,400.00		
PREPIS	GEORGE	MA	4	THOMAS JEFFERSON	\$ 63,600.00		
PRINCE	JACQUELINE L	MA	16	THOMAS JEFFERSON	\$ 98,000.00	\$1,578.00	
ROBBINS	ELIZABETH	MA+32	12	THOMAS JEFFERSON	\$ 100,000.00		
ROBERTS	TERRIE	MA+32	11	THOMAS JEFFERSON	\$ 94,600.00		
ROBINSON	ELAINE F	MA	16	THOMAS JEFFERSON	\$ 98,000.00	\$1,578.00	
ROSEN	LISA	MA+32	10	THOMAS JEFFERSON	\$ 90,800.00		
SAN GEORGE	RENA C	BA	13	THOMAS JEFFERSON	\$ 76,250.00	\$1,578.00	
STERN	IVY	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
SULLIVAN	DANIEL	BA	9	THOMAS JEFFERSON	\$ 67,000.00		
SZALAY	PAULETTE	MA+32	12	THOMAS JEFFERSON	\$ 100,000.00		
TAYLOR	ANGELA	MA+32	16	THOMAS JEFFERSON	\$ 111,000.00		
URENA	MARISOL	BA	13	THOMAS JEFFERSON	\$ 76,250.00		
WALSH	KELLY	BA	5	THOMAS JEFFERSON	\$ 58,200.00		
WELLS	TRACY D	MA	16	THOMAS JEFFERSON	\$ 98,000.00	\$1,578.00	
WEST	PEPUKAYI	MA	9	THOMAS JEFFERSON	\$ 76,800.00		
YEPES	MONICA	BA	4	THOMAS JEFFERSON	\$ 57,000.00		
ZAHN	JOANNE	BA	13	THOMAS JEFFERSON	\$ 76,250.00		
ZORAN	AMANDA	MA	11	THOMAS JEFFERSON	\$ 83,000.00		
AHMAD	KAMAL	MA	16	THS	\$ 98,000.00		
AKSELRAD	ERIC	MA+32	11	THS	\$ 94,600.00		
ALLEN	FAITH	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
ARIAS	PAOLA	MA	13	THS	\$ 92,100.00		
AUGUSTINE	KATIEROSE	MA	5	THS	\$ 64,100.00		
AUMACK	SEAN C.	MA+32	16	THS	\$ 111,000.00		
AZRIA	LISA	MA+32	16	THS	\$ 111,000.00		
BELL	STEVEN L.	MA+32	16	THS	\$ 111,000.00		
BELLIN	SHARON E.	MA+32	16	THS	\$ 111,000.00		
BELLIN	ANDREW	MA+32	14	THS	\$ 110,000.00		
BELLUZZI	JAMES	MA+32	16	THS	\$ 111,000.00		
BELOTTI	CLAUDIA	MA+32	13	THS	\$ 105,000.00		
BETANCES	OLIVIA P.	MA	15	THS	\$ 97,400.00		\$ 6,995.00
BOOK	DOUGLAS	MA	6	THS	\$ 67,000.00		
CALELLO	MARC	MA	6	THS	\$ 67,000.00		
CANNAO	KATHERINE	MA+32	11	THS	\$ 94,600.00		
CARTER	SUNLETHA	DOC	13	THS	\$ 116,000.00		
CAVALLO	ALEXANDRA	MA	2	THS	\$ 61,200.00		
CESTARO	ALYSSA	BA	3	THS	\$ 56,000.00		
CHUNG	KEN R.	MA+32	16	THS	\$ 111,000.00		
CIERECH	BRENDA	MA+32	9	THS	\$ 86,000.00		
CIPRIANO	SUSIE	MA	13	THS	\$ 92,100.00		
CLARK	CHARLES E.	MA+32	16	THS	\$ 111,000.00	\$1,578.00	\$ 6,995.00
CLAVELO	CARIDAD	MA	14	THS	\$ 96,500.00		
COOPER	NICOLE	MA	8	THS	\$ 74,000.00		
COULIBALY	BENIMAPI	MA	6	THS	\$ 67,000.00		
DEAN	JOHN	MA+32	10	THS	\$ 90,800.00		

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
DEAVILA	MICHAEL	MA	3	THS	\$ 62,400.00		
DELANEY	PATRICK	MA+32	12	THS	\$ 100,000.00		
DEMONCADA	KATHLEEN	MA+32	14	THS	\$ 110,000.00		
DIAZ-GRANADOS	DAISY	MA+32	16	THS	\$ 111,000.00		
DISARRO	LORI	BA	12	THS	\$ 76,000.00		
DOONAN	MICHELLE	BA	4	THS	\$ 57,000.00		
ELSAYED	ASHRAF	BA	4	THS	\$ 57,000.00		
FERREIRA	EMILY	MA	13	THS	\$ 92,100.00		
FLEISCHER	BETH	MA+32	6	THS	\$ 73,500.00		
GARCIA	LILLIAN	MA+32	16	THS	\$ 111,000.00		
GARERI	DANNY	MA	14	THS	\$ 96,500.00		
GERMINARIO	MICHAEL	BA	3	THS	\$ 56,000.00		
GLANTON	LEVETTE	MA	11	THS	\$ 83,000.00		
GLASSEY	EILEEN	MA+32	10	THS	\$ 90,800.00		
GREEN	NATASHA	MA+32	16	THS	\$ 111,000.00	\$1,578.00	\$ 6,995.00
HALI	HENRY	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
HANNON	KEVIN	MA+32	15	THS	\$ 110,500.00		
HENRY	DANIEL F.	MA	12	THS	\$ 87,200.00		
HILLMAN	EILEEN B.	MA	13	THS	\$ 92,100.00		
HOFSAES	MICHAEL	BA	13	THS	\$ 76,250.00		
HOLLAND	SEAN	MA	6	THS	\$ 67,000.00		
HOXHA	ANILA	BA	5	THS	\$ 58,200.00		
HUNKO	VOLODYMYR	MA	5	THS	\$ 64,100.00		
IPAYE	OLANREWAJU	MA	8	THS	\$ 74,000.00		
JARDINES	NOEL	BA	13	THS	\$ 76,250.00	\$1,578.00	
JOYCE	JENNIFER	MA	8	THS	\$ 74,000.00		
KIM	JAE NAM	MA+32	16	THS	\$ 111,000.00		
KING DYKER	KATHRYN M.	MA	14	THS	\$ 96,500.00		
KLIMEK	EDWARD A	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
LABORDE	JOSEPH	MA+32	12	THS	\$ 100,000.00		
LAGOMARSINO	ADRIANA	MA	14	THS	\$ 96,500.00		
LAGOMARSINO	JAMES	MA+32	12	THS	\$ 100,000.00		
LAQUI	MARY J.	MA+32	12	THS	\$ 100,000.00		
LEFKOWITZ	ADINA	MA	9	THS	\$ 76,800.00		
LEVY	CHIARA	MA	7	THS	\$ 70,500.00		
LOSCHIAVO	CHARLOTTE A.	BA	13	THS	\$ 76,250.00		
LYNSKEY	MATTHEW	MA	9	THS	\$ 76,800.00		
MADRINAN	VIRGIL	BA	12	THS	\$ 76,000.00		
MARINO	LAWRENCE P	MA	16	THS	\$ 98,000.00	\$1,578.00	
MARITSCH	MATTHEW	BA	13	THS	\$ 76,250.00		
MAYERS	CHRISTINE	BA	8	THS	\$ 63,300.00		
MC DONALD	JASON K.	MA+32	14	THS	\$ 110,000.00		
MC VERRY	JEAN E.	MA	13	THS	\$ 92,100.00		
MELLENDEZ	LOURDES J.	MA+32	16	THS	\$ 111,000.00		
MELI	JARED	MA	10	THS	\$ 79,000.00		
MESA	YANETH	MA+32	16	THS	\$ 111,000.00		
MILLER	YEVGENIYA	MA+32	8	THS	\$ 80,000.00		
MILLETT	BREANNE	MA+32	13	THS	\$ 105,000.00		
MINKOWITZ	GOLDIE	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
MOLDOVAN	MICHAEL	BA	5	THS	\$ 58,200.00		
MONROE	MARC	MA+32	9	THS	\$ 86,000.00		
MONSERRAT	ROLANDO	MA	16	THS	\$ 98,000.00		
MOOTOO	FAITH N.	MA	14	THS	\$ 96,500.00		
MORTON	SUSAN E.	MA+32	16	THS	\$ 111,000.00		
MURPHY	TODD	MA	9	THS	\$ 76,800.00		
NAGPAL	ASHA	MA+32	16	THS	\$ 111,000.00		
NEWLAND	LEE ANN	MA	13	THS	\$ 92,100.00		

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
NOEL	JENNIFER A.	MA+32	14	THS	\$ 110,000.00		
NONAS	JAMES	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
OCCHIOGROSSO	JOHN	MA+32	13	THS	\$ 105,000.00		
OLENDER	DANIEL	MA+32	5	THS	\$ 71,000.00		
ORTEGA-ULUBAY	YVETTE	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
PALADINO	JOHN	MA+32	11	THS	\$ 94,600.00		
PANEPINTO	JOSEPH C.	MA	14	THS	\$ 115,800.00		
PARHAM	LANCE P.	MA+32	12	THS	\$ 100,000.00		
PETROSI-HIGGINS	GINA	MA	12	THS	\$ 87,200.00		
PITRE	KIMBERLY	MA+32	9	THS	\$ 86,000.00		
PREPIS	CHRISTIE	MA+32	8	THS	\$ 80,000.00		
RAMAGLI	MATTHEW	MA+32	14	THS	\$ 110,000.00		
RAMIREZ-CRUZ	LUCILA	MA	8	THS	\$ 74,000.00		
REESE	KELVIN	MA	5	THS	\$ 64,100.00		
REILLY	SHAUN	MA+32	9	THS	\$ 86,000.00		
RODDA	RICHARD	MA	8	THS	\$ 74,000.00		
ROSS	SAMANTHA	BA	4	THS	\$ 57,000.00		
SEO	ESTHER	MA	8	THS	\$ 74,000.00		
SHEPPARD	PAUL	MA+32	16	THS	\$ 111,000.00		
SHERBINE	ROBERT	MA+32	16	THS	\$ 111,000.00		
SLOMINSKY	JEFFREY	MA+32	12	THS	\$ 100,000.00		
SMART	JEROME	MA	15	THS	\$ 97,400.00		
STACK	GERALDINE J	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
TAYLOR	JENNIFER I	MA	16	THS	\$ 98,000.00	\$1,578.00	
THOMAS	VINOD	MA+32	16	THS	\$ 111,000.00	\$1,578.00	
VAN BRUNT	MICHAEL	BA	6	THS	\$ 59,500.00		
VAZQUEZ	PAYNE	BA	2	THS	\$ 55,250.00		
VENEZIA	LUIGI	BA	6	THS	\$ 59,500.00		
VIRAY	KERRIE L.	MA+32	15	THS	\$ 110,500.00		
VIRAY	EMMANUEL R.	MA+32	14	THS	\$ 110,000.00		
VLAJIC-MURISIC	JOVANA	DOC	11	THS	\$ 114,800.00		
WATSON	LOTTIE M.	MA+32	16	THS	\$ 111,000.00		\$ 6,995.00
WILLIAMS	ADRIENNE	MA+32	16	THS	\$ 111,000.00		
WILLIAMS	KELLY	MA+32	9	THS	\$ 86,000.00		
ZARRO	WILLIAM	MA+32	6	THS	\$ 73,500.00		
ZOPPI	DEREK	BA	10	THS	\$ 71,650.00		
ASTOR	VALARIE	BA	9	WHITTIER	\$ 67,000.00		
BERRY	MADISON	MA	5	WHITTIER	\$ 64,100.00		
CHOI	UNJU	MA+32	13	WHITTIER	\$ 105,000.00		
COLAHAN	ALISON	MA+32	15	WHITTIER	\$ 110,500.00		
COSTON	DANNETTE	MA	7	WHITTIER	\$ 70,500.00		
DADE	BREDA	MA	6	WHITTIER	\$ 67,000.00		
DAVIS	ASHLEY	MA+32	11	WHITTIER	\$ 94,600.00		
DELANEY	ANN	MA	16	WHITTIER	\$ 98,000.00		
DIEHL	MICHAEL	MA	2	WHITTIER	\$ 61,200.00		
DIMICELLI	JAMES	MA	16	WHITTIER	\$ 98,000.00		
DRAKEFORD	DANIELLE	MA+32	16	WHITTIER	\$ 111,000.00	\$1,578.00	
GLADSTEIN	WENDY H	MA+32	16	WHITTIER	\$ 111,000.00		
GOERG	ALISON	MA	8	WHITTIER	\$ 74,000.00		
GRANELLI	PATRICK	MA+32	8	WHITTIER	\$ 80,000.00		
HANNAWI	KATARINA	BA	3	WHITTIER	\$ 56,000.00		
HARRISON	LINDA L.	MA+32	16	WHITTIER	\$ 111,000.00		
HENRY	GERALD A.	MA	13	WHITTIER	\$ 92,100.00		
JANG	CHI YOUNG	MA	8	WHITTIER	\$ 74,000.00		
KOEHLER	HOLLY	MA	16	WHITTIER	\$ 98,000.00		
LAWLER	JANINE	MA+32	12	WHITTIER	\$ 100,000.00		
LIONETTI	CHRISTINA M	MA+32	16	WHITTIER	\$ 111,000.00	\$1,578.00	

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>GUIDE</u>	<u>STEP</u>	<u>LOCATION</u>	<u>SALARY</u>	<u>LONGEVITY</u>	<u>DIFFERENTIAL</u>
MARTINEZ	MARIA	BA	9	WHITTIER	\$ 67,000.00		
MATESIC	ANNIE	MA	7	WHITTIER	\$ 70,500.00		
MISOL-KULIG	KELLY	MA	8	WHITTIER	\$ 74,000.00		
NAGY	BRITTANY	BA	2	WHITTIER	\$ 55,250.00		
ORAPELLO	KEITH W.	MA+32	7	WHITTIER	\$ 76,000.00		
PEREZ	KRYSTEN M.	MA+32	15	WHITTIER	\$ 110,500.00		
ROME	JENNIFER	MA	16	WHITTIER	\$ 98,000.00		
RUDY	WILLA C.	MA+32	16	WHITTIER	\$ 111,000.00	\$1,578.00	
SILVERMAN	CAMILLE	BA	7	WHITTIER	\$ 60,800.00		
SIMPSON	KAREN	BA	10	WHITTIER	\$ 71,650.00		
STRIPLING	TATIANA	MA+32	8	WHITTIER	\$ 80,000.00		
SULLIVAN	KIMBERLY A.	BA	13	WHITTIER	\$ 76,250.00		
VOVRA	ODETTE	MA+32	8	WHITTIER	\$ 80,000.00		

THE TEANECK PUBLIC SCHOOL DISTRICT

Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: MIDDLE SCHOOL MATH INTERVENTIONIST

ADMINISTRATIVE RELATIONSHIP: Reports to building principal and Supervisor of Mathematics

ESSENTIAL QUALIFICATIONS:

1. Bachelor of Arts in Mathematics or Master of Science in Mathematics Education or equivalent
2. Valid certificate as Teacher of Mathematics K-12 or Middle School Endorsement with Subject matter Specialization: Mathematics in Grades 5 - 8
3. 3 years of successful mathematics instruction with adolescent learners
4. Significant experience with students who have difficulty meeting grade-level mathematics standards
5. In-depth understanding of NJSLS-Math K-8 progressions and articulation
6. Proven track record of working with students from diverse backgrounds
7. Knowledge of instructional software for mathematics education
8. Knowledge of the Multi-Tiered System of Support structure (MTSS) for mathematics education

ESSENTIAL FUNCTIONS OF POSITION:

1. Ability to disaggregate data from formative and summative assessments
2. Ability to work with teachers and administrators in a way that promotes student achievement in mathematics
3. Experience with developing strategic lesson plans which remediate and address the individual needs of students
4. Work alongside teachers and administrators to identify skill deficits and provide remediation that would allow students to successfully access and master grade-level math content
5. Ability to share best practices in mathematics education with teachers
6. Communicate with parents and community members in an effort to bolster student achievement
7. Must be able to perform essential job functions with or without reasonable accommodations
8. Perform, as assigned by the Superintendent or his/her designee, additional or alternate duties which are within the scope of employment and certification

Position descriptions are established by The Department of Human Resource Management and are adopted by the Board of Education. This document is intended to summarize the essential duties, responsibilities, qualifications and requirements of the said position with the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Position descriptions are not designed to contain or be interpreted as a comprehensive inventory of all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed. Individuals shall perform other duties as assigned including work in other functional areas to cover absences, or relief to equalize peak work periods or otherwise balance the workload. Every employee has a duty to perform all assigned tasks. The order of essential functions and duties of the position as listed in the position description is not designed to or intended to rank the duties in any specific order of importance.

TERMS OF EMPLOYMENT:

Ten-month position. Salary determined by negotiations between the Teaneck Board of Education and the Teaneck Township Education Association.

EVALUATION:

The annual performance evaluation will be based upon this position description and any applicable State regulations and/or Board of Education policies.

Pending Board Approval: 08/22/18

that the Board approve the following individuals be remunerated for work in the Teaneck Community Education Center's SACC (School Age Child Care) and Pre K WRAP programs for the 2018-19 school year, in amounts not to exceed those listed.

HOURLY EMPLOYEES

Account # 60-702-100-101-56-72-PW

<u>Name</u>	<u>Position</u>	<u>Avg hrs/day</u>	<u>Maximum Remuneration</u>
Peterkin, Claudette	Site Supervisor	3.75	\$19,950
James, Keisha	Asst Supervisor	4.75	\$18,500
James, Deidra	Aide	4.75	\$16,500
Perch, Norris	Aide	3.75	\$ 8,000
Cameron, Mary	Aide	3.75	\$ 8,200
Aslam, Neelam	Aide	4.25	\$10,000
Barnes, Claudette	Aide	3.00	\$ 7,100
Turner, Feona	Site Supervisor	3.50	\$11,100
Williams, Erika	Asst Supervisor	2.75	\$ 8,200
Neal, John	Aide	2.25	\$ 4,800
Kutiak, Michael	Aide	2.25	\$ 4,800
Lawton, Audrey	Aide	3.00	\$ 6,300
Juxton-Smith, Jason	Site Supervisor	3.25	\$11,200
Joseph, Jennifer	Aide	2.75	\$ 5,700
Robinson, Tawana	Aide	2.75	\$ 6,100
Segal, Mona	Aide	3.50	\$ 6,200
Perlis, Rachel	Site Supervisor	3.75	\$13,500
Hadnot, Florence	Asst Site Supervisor	3.75	\$12,100
Khan, Anisa	Aide	2.75	\$ 6,300
McClendon, Ranisha	Aide	2.25	\$ 5,200
Sannor, Musa	Aide	2.75	\$ 4,100
Campbell, Linda	Aide	2.50	\$ 4,600
Murphy, Ajare	Aide	3.50	\$ 7,100
Brown, Lisa	Tutor	4.50	\$ 3,400
Bano, Shahida	Substitute Aide	N/A	\$ 2,200
Elhadad, Korin	Substitute Aide	N/A	\$ 2,200
Brea, Sarah	Substitute Aide	N/A	\$ 2,200
Frasier-McGee, Glenda	Substitute Aide	N/A	\$ 2,200

Account #60-902-100-101-56-73 PW

Cherry-Shand, Darlene	Site Supervisor	4.00	\$17,500
Clyde, Kalimah	Site Supervisor	4.75	\$16,700
Abbasi, Rubina	Aide	4.75	\$ 9,900
Saunders, Shahiem	Aide	3.75	\$ 7,400
Bassim, Houda	Aide	3.00	\$ 9,000

Teaneck School District

Clinical I

September 4, 2018- December 21, 2018

Clinical II

January 2, 2019-May 10, 2019

<p>Science (2 mentors for each student)</p>	<p>Clinical I - Fall 2018 175 hours Clinical II – Spring 2019 Fulltime as per district calendar <i>Please indicate below:</i> Content Mentor Name—Email---School Special Education Mentor Name---Email---School</p>
<p>Earth Science & TSD Zwier, Brooke zwierb2@mail.montclair.edu</p>	<p>Content Mentor: Antoinette Bush (Earth Science), abush@teaneckschools.org Special Education Mentor: Jennifer Oriolo, joriolo@teaneckschools.org Thomas Jefferson Middle School</p>
<p>Biology & TSD Oliver, Lindsay oliverl4@mail.montclair.edu</p>	<p>Content Mentor: Yaneth Mesa (Biology), ymesa@teaneckschools.org Special Education Mentor: Volodymyr Hunko, vhunko@teaneckschools.org Teaneck High School</p>
<p>Mathematics +TSD (2 mentors for each student)</p>	<p>Clinical I - Fall 2018 175 hours Clinical II – Spring 2019 Fulltime as per district calendar <i>Please indicate below:</i> Content Mentor Name—Email---School Special Education Mentor Name---Email---School</p>
<p>Carter, Jalia carterj7@mail.montclair.edu</p>	<p>Content Mentor: Eileen Hillman, ehillman@teaneckschools.org, Special Education Mentor: Gina Petrosi-Higgins, gpetrosi-higgins@teaneckschools.org Teaneck High School</p>
<p>Menon, Lakshmi menonl1@mail.montclair.edu</p>	<p>Content Mentor: Adina Lefkowitz, alefkowitz@teaneckschools.org Special Education Mentor: Anila Hoxha, ahoxha@teaneckschools.org Teaneck High School</p>
<p>TESL +TSD (1 mentor)</p>	<p>Clinical I - Fall 2018 175 hours Clinical II – Spring 2019 Fulltime as per district calendar <i>Please indicate below:</i> Content Mentor Name—Email---School</p>
<p>Araujo, Guilherme araujog1@mail.montclair.edu</p>	<p>Faith Mootoo, fmootoo@teaneckschools.org Teaneck High School</p>

Teaneck School District

Clinical I

September 4, 2018- December 21, 2018

Clinical II

January 2, 2019-May 10, 2019

<p>English +TSD (2 mentors for each student)</p>	<p>Clinical I - Fall 2018 175 hours Clinical II – Spring 2019 Fulltime as per district calendar <i>Please indicate below:</i> Content Mentor Name—Email---School Special Education Mentor Name---Email---School</p>
<p>Morgan, Desmond morgand6@mail.montclair.edu</p>	<p>Content Mentor:Robert Sherbine, rsherbine@teaneckschools.org Special Education Mentor: Michael Germinario, mgerminario@teaneckschools.org Teaneck HS</p>
<p>Napoli, Joseph napolij3@mail.montclair.edu</p>	<p>Content Mentor:Sean Holland, sholland@teaneckschools.org Special Education Mentor: Lori DiSarro, ldisarro@teaneckschools.org Teaneck HS</p>
<p>Connolly, Thomas connollyt1@mail.montclair.edu</p>	<p>Content Mentor:Matthew Lynskey, mlynskey@teaneckschools.org Special Education Mentor: Samantha Ross, sross@teaneckschools.org Teaneck HS</p>
<p>Danza, Evamarie danzae1@mail.montclair.edu</p>	<p>Content Mentor:Katherine Crimmons, kcrimmons@teaneckschools.org Special Education Mentor: TSD Benjamin Franklin MS</p>
<p>Brijmohan, Chelsea brijmohanc1@mail.montclair.edu</p>	<p>Content Mentor:Emily Ferreira, eferreira@teaneckschools.org Special Education Mentor: Katierose Augustine, kaugustine@teaneckschools.org Teaneck HS</p>
<p>Social Studies</p>	<p>Clinical I - Fall 2018 175 hours Clinical II – Spring 2019 Fulltime as per district calendar <i>Please indicate below:</i> Content Mentor Name—Email---School Special Education Mentor Name---Email---School</p>
<p>Social Studies (1 mentor) Dolan, Warren dolanw1@mail.montclair.edu</p>	<p>Eric Akeslrad, eakeslrad@teaneckschools.org Teaneck High School</p>

Teaneck School District

Clinical I

September 4, 2018- December 21, 2018

Clinical II

January 2, 2019-May 10, 2019

Social Studies+ TSD (2 mentors) Ferrara, Danielle ferrad6@mail.montclair.edu	Content Mentor: Barbara Preziosi , bpreziosi@teaneckschools.org Special Education Mentor: TSD Benjamin Franklin Middle School
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Health/PE Elementary – 1 mentor Middle or HS - 1 mentor	Clinical I – Fall 2018		Clinical II – Spring 2019	
	September 4-October 26		October 29-December 21	
	175 Hours		Fulltime as per district calendar	
	Please indicate below: Content Mentor Name/Email/School			
	September 4-October 26		October 29-December 21	
	January 2 -March 8		March 11-May 10	
Health/PE Ward, Kevonna wardk6@mail.montclair.edu	Patrick O'Connor poconnor@teaneckschools.org Benjamin Franklin MS	ELEMENTARY TEACHER	Patrick O'Connor poconnor@teaneckschools.org Benjamin Franklin MS	ELEMENTARY TEACHER
Health/PE+TSD Andraca, Winston andracaw1@mail.montclair.edu	Lance Parham lparham@teaneckschools.org Teaneck HS	ELEMENTARY TEACHER	Lance Parham lparham@teaneckschools.org Teaneck HS	ELEMENTARY TEACHER
Health/PE+TSD Brown, Ryan brownr26@mail.montclair.edu	John Paladino jpaladino@teaneckschools.org Teaneck HS	Stephanie Baer saber@teaneckschools.org Bryant Elementary School	John Paladino jpaladino@teaneckschools.org Teaneck HS	Stephanie Baer saber@teaneckschools.org Bryant Elementary School