

**SPECIAL PUBLIC MEETING
MARCH 24, 2020**

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 Virtually via Zoom app on Tuesday, March 24, 2020 at 5:30 PM. Adequate notice of this meeting has been sent to the Record, filed with the Municipal Clerk and posted on the school district website at www.teaneckschools.org, on March 20, 2020."

III. Roll Call

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Ms. Burns (Linda)		
Ms. Fisher (Victoria)		
Mrs. Rappoport (Sarah)		
Mr. Reiner (Gerald)		
Mr. Rodriguez (Sebastian)		
Mr. Rose (Howard)		
Ms. Sanders (Denise)		
Dr. Walser (Ardie)		
Mrs. Williams (Clara)		

IV. Reaffirmation of 2019-2020 District Goals

V. Superintendent's Report (If Needed)

VI. Public Comment (Agenda Items only)

VII. Board Presentations (If Needed)

VIII. Board Committee Reports (As available)

IX. Agenda Items

X. Public Comment (Non-Agenda)

XI. Executive Session (If Needed)

XII. Adjournment

Teaneck Public Schools

Mission: The Teaneck Public School District educates and empowers students by providing a high-quality, rigorous educational experience which prepares students for success within a diverse, global society.

Vision: The Teaneck Advantage: Educational Excellence for All

Goals for 2019-2020

GOAL 1: Teachers and administrators in the Teaneck Public Schools will further elevate academic programs by creating varied learning pathways and by improving student supports.

GOAL 2: The Teaneck Public Schools will continue to improve facilities and technology in support of 21st Century learning opportunities.

GOAL 3: The Teaneck Public Schools will execute effective communications and solidify quality relationships with educational partners within and throughout the community.

GOAL 4: The Teaneck Public Schools will create equitable and inclusive learning opportunities for all students.

GOAL 5: The Teaneck Public Schools will ensure operational excellence in hiring, developing and retaining staff.

POLICY

MARCH 24, 2020

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

Be It Resolved, that the Teaneck Board of Education, upon the recommendation of the Superintendent of Schools, approves the FIRST OR SECOND READING following revised or new **Board Policies / Regulations** resolution:

1.

· 1613 - Disclosure and Review of Applicants Employment History
· 2431 - Athletic Competition
· 2431.8 - Varsity Letters for Interscholastic Extracurricular Activities
· 5116 - Education of Homeless Children
· 5350 - Student Suicide Prevention
· 5460 - High School Graduation
· 5517 - Student ID's
· 5533 - Student Smoking
· 5535 - Passive Breath Alcohol Sensor Device
· 7440 - School Security
· 7446 - School Security Program
· 7510 - Use of Facilities
· 8350 - Records Retention
· 8462 - Reporting Potentially Missing or Abused Children
· 8561 - Procurement Procedures For School Nutrition Programs
· 5561 - Use of Physical Restraint & Seclusion Techniques for Students with Disabilities
· 4160 - Physical Examination (support staff)

Policy 01 thru 01

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)				
Ms. Fisher (Victoria)				
Mrs. Rappoport (Sarah)				
Mr. Reiner (Gerald)				
Mr. Rodriguez (Sebastian)				
Mr. Rose (Howard)				
Ms. Sanders (Denise)				
Dr. Walser (Ardie)				
Mrs. Williams (Clara)				

BOARD OPERATIONS

MARCH 24, 2020

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.

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

1. that the Board approve the Minutes from the Workshop Meeting, Regular Public Meeting and the Special Budget Meeting held on February 5, 2020, February 12, 2020, and February 26, 2020 respectively.

EXPLANATION: The Board approves all minutes from the Board meetings.

Board Operations 01 thru 01

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)				
Ms. Fisher (Victoria)				
Mrs. Rappoport (Sarah)				
Mr. Reiner (Gerald)				
Mr. Rodriguez (Sebastian)				
Mr. Rose (Howard)				
Ms. Sanders (Denise)				
Dr. Walser (Ardie)				
Mrs. Williams (Clara)				

**SCHOOL OPERATIONS and
CURRICULUM**

MARCH 24, 2020

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

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. **Be It Resolved**, that the Board is in receipt of the Harassment, Intimidation, and Bullying (HIB) incident report and approve the decision of the Superintendent as reported for the month of March 2020 and
Be It Further Resolved, that the Board approves the decision of the Superintendent regarding Harassment, Intimidation and Bullying (HIB) incidents reported to the Board in Executive Session.

2. that the Board approve the volunteers for the 2019-2020 school year:
 1. Dorret Robotham

EXPLANATION: Volunteers are approved by the Board pending criminal history review.

School Operations 01 thru 02

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)				
Ms. Fisher (Victoria)				
Mrs. Rappoport (Sarah)				
Mr. Reiner (Gerald)				
Mr. Rodriguez (Sebastian)				
Mr. Rose (Howard)				
Ms. Sanders (Denise)				
Dr. Walser (Ardie)				
Mrs. Williams (Clara)				

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

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 2019-2020 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.

JANUARY 1, 2020 through JANUARY 31, 2020

General	\$10,713,902.12
Special Revenue	\$603,353.00
Enterprise	\$35,861.01
Food Service	\$156,292.73
Debt Service	\$104,937.50
Total of Approved Payments	\$11,614,346.36

EXPLANATION: These bills have been examined by a member of the Finance Committee and were found to be in order for Board approval.

2. that the Board ratify payment of the following **2019-2020 bills and payroll** as detailed in list **attached** to the Minutes of this meeting, and that the Business Administrator/ Board Secretary is authorized to release the warrants in payments of these bills, per the list appended to and made part of the minutes.

OCTOBER 2019

-		
General	Fund 10	\$4,421,855.58
Special Revenue	Fund 20	\$165,682.48
Enterprise	Fund 60	\$431,273.22
Total of Approved Payments		\$4,618,811.28

DECEMBER 2019

-		
General	Fund 10	\$5,657,967.82
Special Revenue	Fund 20	\$36,278.00
Capital Projects	Fund 30	\$161,416.18
Total of Approved Payments		\$5,694,245.82

EXPLANATION: These bills have been examined by a member of the Finance Committee and were found to be in order for Board approval.

3. that the Board approve 2019-2020 budget transfers, previously approved by a member of the Finance Committee, which are attached and a part of the official record.

4. **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 January 2020 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.

5. that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2019-2020 school year, as per the attached list.

EXPLANATION: The schools listed would provide services to students in accordance with their respective IEPs.

6. 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 2019- 2020 school year.

7. **Whereas**, there are negative lunch balances as of March 1, 2020 for students that have been designated either free or reduced status based on their federal family income level guidelines;

Whereas, the balance in food service account is sufficient to accommodate the writing off, of these lunch balances for these specified students;

Be it Resolved that the lunch balance by the school for student noted as free and reduced be, canceled for the school year 2019-2020.

NEGATIVE ACCOUNT BALANCES:

Bryant Elementary School	-\$748.88
Hawthorne Elementary School	-\$487.75
Lowell Elementary School	-\$1,522.80
Whittier Elementary School	-\$2,038.24
Benjamin Franklin Middle School	-\$1,834.28
Thomas Jefferson Middle School	-\$839.59
Teaneck High School	-\$1,095.32
TOTAL	\$8,566.86

EXPLANATION: The total of (-\$2,941.57) negative balances were canceled during the 2018-2019 school year for the free and reduced eligible students.

8. that the Board approve and authorize the Superintendent of schools to make any decisions or appoint personnel during the emergency closure of schools due to the threat from Coronavirus (COVID-19) indefinitely; any such approvals shall be presented to the Board at the next regularly scheduled Board of Education meeting.

9. that the Board approve and authorize the Business Administrator/Board Secretary to pay bills and make necessary transfers during the emergency closure of schools due to the threat from Coronavirus (COVID-19) indefinitely with the advice and consent of the Finance Committee; these bills/transfers are to be approved at the next regularly scheduled Board of Education meeting

Be It Further Resolved that the Business Administrator be allowed to award the said bids:

- Solar PPA opening on March 26, 2020
- Energy Saving Improvement Lease Purchase opening on April 3, 2020

10. **Whereas**, DMD Constructing, LLC was approved at the January 22, 2020 Special Public Meeting and awarded to DMD Constructing, LLC for the New Elevator Addition and Alterations at the Eugene Field school in the amount of \$3,577,773.00 plus the base bid to install vinyl Enhanced Tile in the amount of \$23,000 (Alternate No. 2) with the grand total in the amount of \$3,600,773.00.

Be it Resolved, that the Board approve the change order GC-01, credit to the owner for valued engineering and GC-02 change order for new windows (see attached).

CHANGE ORDER

GC-01	Credit to Board for Valued Engineering	(\$42,226)
GC-02	New Windows	\$536,573
	TOTAL CHANGE ORDER	\$494,347

11. that the Board approve Helping Hands Food Pantry, 1400 Palisade Ave., Teaneck, NJ as a work-site for the high school Work Experience Program, managed by Danny Gareri, Transition Coordinator. The Work Experience Program was previously approved on the October 14, 2019 agenda. There is no cost involved for this program.

EXPLANATION: Students will work at different work sites to gain employment and life skills as mandated within their Individual Educational Plan (IEP). The students will also gain travel training experience through the use of the Transition Bus, Access Link, and NJ Transit.

12. that the Board accept funds awarded to Hawthorne Elementary School from Exxon Mobil Educational Alliance Program in the amount of \$500.

EXPLANATION: This donation from the Exxon Mobil Educational Alliance Program will be used to purchase materials and resources at Hawthorne Elementary School aligned with science, technology and mathematics. This unsolicited donation was submitted to the Exxon Mobil Educational Alliance Program by Mike Uzatmaciyan, Teaneck Exxon owner.

13. that the Board accept grant funds from the County of Bergen, Department of Human Services for the FORUM/PASS (Police/Parents and School Students) Partnership Juvenile Delinquency Prevention Program for the period of January 1, 2020 through December 31, 2020 in the amount of \$61,435 to be disbursed as indicated below:

Acct # 20-018-100-100-73-10-G-H FORUM/J. Justice/Tchr Stipends	\$38,800
Acct # 20-018-100-600-73-40-G-H FORUM Supplies/Materials	5,195
Acct # 20-018-100-300-73-50-G-H FORUM/J. Justice Purchase Ed Srs.	4,800
Acct # 20-018-200-200-99-20-G-H FORUM/J. Justice Benefits	272
Acct # 20-018-200-200-99-22-G-H FORUM/J. Justice/FICA	2,968
Acct # 20-018-270-512-73-50-0-0 FORUM/Twnshp/Field Trip	<u>9,400</u>
Total:	\$61,435

EXPLANATION: The PASS (Police/Parents And School Students) Program is a Delinquency Prevention Program that has been funded by the Bergen County Department of Human Services since January of 2007. The program addresses the following serviced priorities beginning at the middle school level: positive youth development programming, academic skills enhancement; positive, structured after-school activities; a vocational planning and job skills component; a cognitive/behavioral protocol utilizing a points structure; anger management and conflict resolution; programs to educate about and prevent substance abuse and gang participation; mentoring; character education; civic responsibility; and technology safety awareness for parents and youth.

14. that the Board approve the additional funding with Bergen County Special Services School District, for the 2019-2020 school year, to provide chapter 192-193 services (Compensatory, Education, ESL, Home Instruction, Examination and Classification, Annual Review, Speech Correction and Supplemental Instruction), in the amount of \$90,938. in accordance with the fees approved by the NJDOE.

Chapter 192 \$17,846.00

Chapter 193 \$73,092.00

Total **\$90,938.00**

EXPLANATION: Annual acceptance of non-public Chapter 192/193 grant entitlements.

15. that the Board approve payment to Z Line Solutions, to provide professional development to teachers at Saut UI Furqan nonpublic school in an amount not to exceed \$1,053.

EXPLANATION: Title IIA funds this professional development. Account #20 -270- 200- - 320- 92-50- I-F.

16. that the Board approve submission of the following items:

1.) 2020-2021 Application of Intent to Operate a Title I School-wide Program for Bryant Elementary School

2.) 2020-2021 Application of Intent to Operate a Title I School-wide Program for Teaneck High School

EXPLANATION: Currently both Bryant Elementary School and Teaneck High School do not receive Title I funding. When the applications are approved by the NJ Department of Education, Mr. Jennette will work with each school Principal to develop their individual School-wide plans for the 2020-2021 school year. When the applications are approved by the NJ Department of Education, Bryant, Hawthorne, Lowell, Whittier, Thomas Jefferson, Benjamin Franklin, and Teaneck High School will all be operating Title I School-wide programs.

17. that the Board approve Ms. Banta (Vendor #0559), Educational Consultant, for tutoring at Non-public school Yeshiva of North Jersey, total cost not to exceed \$897 (actual dates to be determined TBD). Services will be funded by Non- public Title I Account #20 -231- 100- 320- 92- 58- I-Y.

EXPLANATION: Ms. Banta was approved on the November 13, 2019 agenda for tutoring services at Yeshiva of North Jersey, at a total cost not to exceed \$710. The total amount of funding now includes additional 2018/2019 Carryover Funds of \$187.

18. that the Board approve a contract with Holy Name Medical Center Occupational Health Services for the purpose of randomized drug testing of our district bus drivers under the Department of Transportation and 6A:27-12.1 rules and regulations. See contract attached.

EXPLANATION: The Board approve the Annual contract with Holy Name hospital for the randomized drug testing for the district bus drivers.

19. that the Board approve an Agreement with **South Bergen Jointure Commission**, an approved Coordinated Transportation Service Agency, for the purpose of transporting students, in accordance with Chapter 53, P.L. 1997, for the 2020-2021 school year and submits this Agreement to the Executive County Superintendent of Schools for approval; and said services to be provided include, but are not limited to, the coordinated transportation of Vocational, Special Education, and Non-Public Private schools; and all routes are subject to an administration fee by the South Bergen Jointure Commission.

EXPLANATION: This is the Annual renewal of Jointure agreement with South Bergen Jointure Commission.

20. that the Board approve the Stipulation of Extension to Settlement Agreement between the parents of Student ID#99744 and the Teaneck Board of Education in the amount of \$60,000 tuition to Sinai for the following school years: 2019-2020, 2020-2021, 2021-2020.

EXPLANATION: This is a legal settlement for student ID#99744.

21. that the Board approve the Stipulation of Extension to Settlement Agreement between the parents of Student ID#99569 and the Teaneck Board of Education in the amount of \$60,000 tuition to Sinai for the following school years: 2019-2020, 2020-2021, 2021-2020.

EXPLANATION: This is a settlement for student ID#99569.

22. that the Board accept with grateful appreciation, a donation of \$5,000 of non-perishable foods from the Walmart in Teterboro, NJ for McKinney-Vento families. Care packages were made with non-perishable items for families in need. The rest of the items will be housed in a storage facility that Grace-In-Motion, a 501(c)(3) non-profit organization, will provide the funds to pay the monthly rental fee.

EXPLANATION: The Board extends thanks and appreciation to Walmart and Grace-In-Motion for the generous donation.

23. **Whereas**, the Board of Education of Teaneck has contracts with various bus companies and, due to the enactment of Executive Order 104 (Murphy) in response to the COVID-19 pandemic, schools have been closed to students until further notice; and

Whereas, the emergency closure of all schools in the district has also caused the suspension of services provided by bus companies to transport students to and from school; and

Whereas, bus company vendors may be forced to layoff bus drivers and cancel our routes for the future which will force district to bid out all routes at a potential higher cost than offered in a renewal of the routes at the current prevailing Consumer Price Index (CPI) increase of 1.7%; and

Whereas, even though services aren't being currently rendered, the cost of not paying these contracts can potentially be more detrimental to districts than paying for the maintaining of these contracts in the future.

Now Therefore, Be it Resolved that the Board of Education of Teaneck authorizes the continued payment of its bus contracts for the transportation of students to and from school at the rate of 90% of the contract price; and

Be it Further Resolved, that continuing payment of bus contracts shall be based upon the fact that some fixed costs are not being incurred during times that bus routes are not being provided; and

Be it Further Resolved, that continuing payment of bus contracts shall only be made upon the express conditions that bus companies receiving payment guarantee the contracts for existing routes continue for the 2020-21 School year at a renewal increase amount of 0%, and that each company provide the district with certified payrolls confirming that bus drivers and aids are being paid, which conditions shall be confirmed by each bus company in writing; and

Be it Further Resolved, that bus contracts for field trips and other non-home to school bus routes shall not be included in the continued compensation authorized by this Resolution

24. **Whereas**, the Board of Education of Teaneck has contracts with various bus companies and, due to the enactment of Executive Order 104 (Murphy) in response to the COVID-19 pandemic, schools have been closed to students until further notice; and

Whereas, the emergency closure of all schools in the district has also caused the suspension of services provided Insight Inc, for paraprofessional services and;

Whereas, Insight may be forced to layoff paraprofessionals for the future which will force district to bid out these services at a potential higher cost than offered in a renewal of this contract at the current prevailing Consumer Price Index (CPI) increase of 1.7% or less;

Whereas, even though services aren't being currently rendered, the cost of not paying these contracts can potentially be more detrimental to districts than paying for the maintaining of these contracts in the future.

Now Therefore, Be it Resolved that the Board of Education of Teaneck authorizes the continued payment of Insight paraprofessionals at a rate of 90% of the contract price; and

Be it Further Resolved, that the Insight paraprofessionals will provide support services to students and staff and also partake in professional development during the time school is in "home school/virtual" session and:

Be it Further Resolved, that continuing payment of Insight shall only be made upon the express conditions that Insight receiving payment guarantee the contract continue for the 2020-21 School year at a renewal increase amount of 0%, and that each company provide the district with certified payrolls confirming that paraprofessionals and other Teaneck staffing from Insight are being paid, which conditions shall be confirmed by Insight in writing; and

Be it Further Resolved, that other services not mentioned not be included in the continued compensation authorized by this Resolution

Be it Further Resolved, that Insight staff that receive compensation based on this agreement commit to return to work for the duration of the time of the payments received and agree to return said funds if they decide not to return once school resumes.

Finance and Budget 01 thru 24

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)				
Ms. Fisher (Victoria)				
Mrs. Rappoport (Sarah)				
Mr. Reiner (Gerald)				
Mr. Rodriguez (Sebastian)				
Mr. Rose (Howard)				
Ms. Sanders (Denise)				
Dr. Walser (Ardie)				
Mrs. Williams (Clara)				

PERSONNEL

MARCH 24, 2020

1. 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. Cassandra Feimster, March 09, 2020 through June 19, 2020, with benefits, assigned to Lowell Elementary School, replacing employee #5205.

EXPLANATION: Long term substitute teachers holding the appropriate New Jersey Department of Education certification are approved by the Board to non-tenure track positions for the continuity of instruction.

2. that the Board accept the resignation of the following staff members:
 - a. Adam Lubaktin, Long-term Substitute Teacher, Benjamin Franklin Middle School, effective March 05, 2020.
 - b. Craig Weber, Safety & Attendance Officer, Thomas Jefferson Middle School, effective January 27, 2020.

EXPLANATION: The Board accepts the resignation of district staff members.

3. that the Board rescind the appointment of the following individuals for the 2019-2020 school year, effective immediately:
 - a. Christopher Michelsen, Substitute Safety Officer
 - b. Kerri Czorniewy, Asst. Track Coach (G)
 - c. Michael Gee, Asst. Track Coach (G)
 - d. Valbert Wyche, Asst. Track Coach (B)

EXPLANATION: The Board approves the rescission of appointments based upon the Superintendent's recommendation. Reason on file in Human Resource Management.

4. that the Board approve the termination of Employee ID# 5456 effective February 19, 2020.

EXPLANATION: The Superintendent recommends this termination. Reason on file in Human Resource Management.

5. that the Board approve Samantha Elie as Acting Assistant Principal, assigned to Benjamin Franklin Middle School, effective on a date to be determined through June 19, 2020, replacing employee #3696, extra work for extra pay stipend of \$5,000.

EXPLANATION: The Board approves payment to staff for serving in administrative positions in acting capacity.

6. that the Board approve the following job descriptions (attachment) for the 2019-2020 school year:
 - a. College Partnership Liaison/ School Counselor
 - b. Nutrition and Injury Prevention Coach
 - c. Part-Time Mental Health Clinician

EXPLANATION: The Board approves the updating and creation of district job descriptions.

7. that the Board approve payment to the following teachers for the Before & After School Tutoring (BFAST) Program at Benjamin Franklin Middle School, effective January 07, 2020 through March 13, 2020, Tuesdays and Thursdays, from 7:30 am to 8:15 am, 3:10 pm to 3:55 pm, and Wednesdays from 7:30 am to 8:15 am for the enrichment program. Title I funds this program.

Lead Teacher: 70 hours max., at the rate of \$50 per hour.

Instructional Teacher: 61 hours max. (including 4 hours of professional development), at the rate of \$50 per hour.

Curriculum Writer: 4 hours max., at the rate of \$50 per hour.

Enrichment Teacher: 19 hours max., at rate of \$50 per hour.

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Stipend Amount (not to exceed)</u>
a. Roberta Weiss	Instructional Teacher & Curr. Writer	65	\$3,250

EXPLANATION: The Board approves payment to employees who participate in Before After School Tutoring (BFAST) program at Benjamin Franklin Middle School.

8. that the Board approve payment to the following FORUM staff members, to provide services in the PASS (Police/Parents and School Students) Partnership, effective January 01, 2020 through December 31, 2020, at the rate of \$50 per hour, for a total of 776 hours, no to exceed \$38,800:

<u>Staff Member</u>	<u>Assignment</u>	<u>Hours</u>	<u>Max. Payment</u>
a. Nicholas Campestre	Clinical Supervisor	96	\$4,800
b. Yris Acevedo	After-school Counselor High School	156	\$7,800
c. Gianniil Hidalgo	After-school Counselor High/ Middle School	340	\$17,000
d. Javalda Powell	After-school Counselor Middle School	184	\$9,200

EXPLANATION: The Program is funded for the middle school and high school students with the goal of preventing juvenile delinquency.

9. that the Board approve payment to Stephanie McKee, for conducting a Living Museum Book Character (Parent Engagement Event) on February 25, 2020, at the rate of \$50 per hour (one hour of preparation and one hour of presentation), not to exceed a total of \$100 max. Title I funds this program:

EXPLANATION: The Board approves staff members participating in extracurricular activities. Ms. Stephanie McKee is replacing Ms. Amanda Meller who was previously approved on the February 12, 2020 regular agenda but did not participate.

10. that the Board approve payment to teachers for curriculum writing at a flat rate of \$1,200, for assessment/pacing calendar and unit assessments as per the TTEA contractual rate:

<u>Name</u>	<u>Subject</u>	<u>Stipend</u>
a. Allison Spadaro	Dance – Grade 6	\$1,200
b. Allison Spadaro	Dance – Grade 7	\$1,200
c. Allison Spadaro	Dance - Grade 8	\$1,200
d. Kelley Blessing	Theater - Grade 6	\$1,200
e. Todd Murphy	Theater - Grade 6	\$1,200
f. Kelley Blessing	Theater - Grade 7	\$1,200
g. Todd Murphy	Theater - Grade 7	\$1,200
h. Kelley Blessing	Theater - Grade 8	\$1,200
i. Todd Murphy	Theater - Grade 8	\$1,200
j. Marc Calello	AP Art(Digital) - THS	\$1,200
k. Jennifer Noel	AP Art(Digital) - THS	\$1,200
l. Marc Calello	AP Art - THS	\$1,200
m. Jennifer Noel	AP Art - THS	\$1,200
n. Lisa Sgambati	Multiple Disabilities Grades K-4	\$1,200
o. Mika Kozuma	Multiple Disabilities Grades K-4	\$1,200
p. Colleen Pagan	Multiple Disabilities Grades 5-8	\$1,200
q. Vatrell Graves	Multiple Disabilities Grades 5-8	\$1,200
r. Daniella Amato	Multiple Disabilities Grades 9-12	\$1,200
s. Sean Aumack	Multiple Disabilities Grades 9-12	\$1,200

EXPLANATION: The Board approves staff members serving as curriculum writers. The listed curriculum documents need to be updated and revised to reflect the New Jersey learning standards and best practices for the curricular area with a total of \$22,800.

11. that the Board approve the following staff members as the Spanish Translators, at the rate of \$50 per hour.

- a. Stephanie Paz
- b. Misotty Martinez

EXPLANATION: the Board approves the appointment of staff members providing translating services to the district.

12. that the Board approve the following certificated staff transfer/reassignment for the 2019-2020 school year, effective March 19, 2020:
- a. Diana Spain, Mathematics Interventionist at Benjamin Franklin Middle School, reassign to Middle School Mathematics teacher, at Benjamin Franklin Middle School.

EXPLANATION: The Board approves the transfer/reassignment of teaching staff members based upon the Superintendent's recommendation.

13. that the Board approve payment to the following teachers, for assuming a sixth period assignment, on a temporary basis, at their negotiated contractual per class rate, effective date as indicated, 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>Date</u>	<u>Rate</u>
a. Allen Gonzalez	Math	TBD - 06/30/20	\$80.00 (MA+32)
b. Sean Gordon	Math	TBD - 06/30/20	\$80.00 (MA+32)
c. Claudia Grassi	Math	TBD - 06/30/20	\$60.00 (BA)
d. Diana Spain	Math	TBD - 06/30/20	\$80.00 (MA+32)
e. Zainabu Conteh	Math	TBD - 06/30/20	\$80.00 (MA+32)

EXPLANATION: The Board approves the compensation of teachers who assume additional teaching assignments.

Personnel 01 thru 13

Motion:	Second:			
Board Member	Yes	No	Abstain	Absent
Ms. Burns (Linda)				
Ms. Fisher (Victoria)				
Mrs. Rappoport (Sarah)				
Mr. Reiner (Gerald)				
Mr. Rodriguez (Sebastian)				
Mr. Rose (Howard)				
Ms. Sanders (Denise)				
Dr. Walser (Ardie)				
Mrs. Williams (Clara)				

Teaneck Public Schools

Special Public Meeting

March 24, 2020

Policy - 1.

· 1613 - Disclosure and Review of Applicants Employment History
· 2431 - Athletic Competition
· 2431.8 - Varsity Letters for Interscholastic Extracurricular Activities
· 5116 - Education of Homeless Children
· 5350 - Student Suicide Prevention
· 5460 - High School Graduation
· 5517 - Student ID's
· 5533 - Student Smoking
· 5535 - Passive Breath Alcohol Sensor Device
· 7440 - School Security
· 7446 - School Security Program
· 7510 - Use of Facilities
· 8350 - Records Retention
· 8462 - Reporting Potentially Missing or Abused Children
· 8561 - Procurement Procedures For School Nutrition Programs
· 5561 - Use of Physical Restraint & Seclusion Techniques for Students with Disabilities
· 4160 - Physical Examination (support staff)

Explanation:

ATTACHMENTS:

Description	Type
TBOE-POLICIES	Cover Memo
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POLICY GUIDE

ADMINISTRATION

1613/page 1 of 3

Disclosure and Review of Applicant's
Employment History

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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.



POLICY GUIDE

ADMINISTRATION

1613/page 2 of 3

Disclosure and Review of Applicant's Employment History

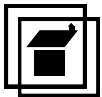
The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

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.

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.



POLICY GUIDE

ADMINISTRATION

1613/page 3 of 3

Disclosure and Review of Applicant's
Employment History

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:



[1732-001/00694125-]
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POLICY GUIDE

PROGRAM
2431/page 1 of 5
Athletic Competition
Apr 18
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2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of ~~a program of~~ athletic competition ~~for both boys and girls~~ as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. ~~Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.~~

For **the** purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, ~~and/or~~ intramural athletic programs within a school or among schools in the district,

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.



POLICY GUIDE

PROGRAM
2431/page 2 of 5
Athletic Competition

Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

2. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 18 school days in the prior to the student commencing participation in school district sponsored programs of athletic competition.

A student who is absent for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

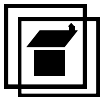
3. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care **pursuant to N.J.A.C. 6A:16-1.3**. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation



POLICY GUIDE

PROGRAM
2431/page 3 of 5
Athletic Competition

shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and

any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of



POLICY GUIDE

PROGRAM
2431/page 4 of 5
Athletic Competition

this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

Academic Performance

Therefore, the Board believes that it is in the best interests of District students to require a higher level of academic performance for all students to be eligible to participate in any District athletic competition activities.

With this perspective, the Board requires that in order to be eligible to participate in any athletic practice/competition, each student shall maintain a minimum cumulative grade average of ~~2.0 for the Class of 2015, 2.3 for the Class of 2016 and 2.5 for all subsequent classes beginning with the Class of 2017.~~

Participation in athletic competition is a privilege, not a right. The right to participate may be limited or terminated based upon behavior which is subject to discipline.

The Superintendent shall develop procedures to govern the implementation of this policy.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; **18A:40-41; 18A:40-41.10**

N.J.A.C. 6A:7-1.7(d); 6A:16-1.34; 6A:16-2.1 et seq.

Adopted:



POLICY GUIDE

PROGRAM

2431.8/page 1 of 1

Varsity Letters for Interscholastic
Extracurricular Activities

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[Required for School Districts with any of the Grades 9-12]

2431.8 VARSITY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

In accordance with the provisions of N.J.S.A. 18A:42-7, a school district that includes any of the grades nine through twelve shall adopt a policy to provide a student enrolled in those grades who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the school district may be eligible to earn a varsity letter awarded by the school district.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the school-sponsored, interscholastic extracurricular activities that include competitions in which students compete against other students enrolled in schools outside of the school district. The criteria for a student to earn a varsity letter in the school-sponsored, interscholastic extracurricular activity shall be approved by the Superintendent or designee.

Nothing in N.J.S.A. 18A:42-7 or this Policy shall be construed to require the school district to award varsity letters or to establish any school-sponsored, interscholastic extracurricular activity.

N.J.S.A. 18A:42-7

Adopted:



POLICY GUIDE

STUDENTS

5116/page 1 of 3

Education of Homeless Children

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 ~~or any temporary location wherein children and youth are awaiting foster care placement.~~

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 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).



POLICY GUIDE

STUDENTS

5116/page 2 of 3

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).

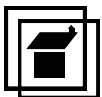
The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

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



POLICY GUIDE

STUDENTS

5116/page 3 of 3

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.

Adopted:



POLICY GUIDE

STUDENTS
5350/page 1 of 2
Student Suicide Prevention
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5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among ~~students children and adolescents~~. ~~A~~ ~~S~~students under severe stress cannot benefit fully from the educational program and may pose a threat to ~~themselves himself or herself~~ or others.

The Board directs all school ~~district staff members personnel~~ to be alert to ~~a the~~ student who exhibits ~~behavioral~~ warning signs of ~~potential~~ self-destruction or who threatens or attempts suicide. Any such **warning** signs or the report of such **warning** signs from another student or staff member ~~shall should~~ be taken with the utmost seriousness and reported immediately to the ~~Building~~ Principal or ~~designee, who shall notify the student's parent and other professional staff members in accordance with administrative regulations.~~

The Principal or designee shall immediately contact the parent(s) of the ~~A~~ potentially suicidal student exhibiting warning signs of suicide to inform the parent(s) the student will shall be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain for appropriate evaluation and/or recommendation for independent medical or psychiatric services for the student. In the event that the parent objects to the recommendation recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the ~~Child Study Team~~ Principal or designee will may contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.



POLICY GUIDE

STUDENTS
5350/page 2 of 2
Student Suicide Prevention

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with **training and** experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and 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.

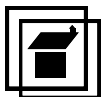
The Superintendent shall prepare and disseminate **guidelines to assist school district regulations for the guidance of staff members in recognizing the warning signs of a student who may be contemplating contemplating suicide, to respond to a threat in responding to threatened or attempted suicide, and to prevent in preventing** contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.

Adopted:



POLICY GUIDE

STUDENTS
5460/page 1 of 14
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 _____ (four-year high school: no fewer than one hundred twenty credits) credits in courses designed to meet all of the New Jersey ~~Core Curriculum Content~~ **Student Learning Standards (NJSLS)** including, but not limited to, the following credits:

1. ___ (At least twenty) credits in **English** language arts ~~literacy~~ aligned to grade nine through twelve standards;
2. ___ (At least fifteen) credits in mathematics, including Algebra I or the content equivalent; (~~“content equivalent” is defined at N.J.A.C. 6A:8-1.3~~) including 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



POLICY GUIDE

include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;

STUDENTS

5460/page 2 of 14

High School Graduation

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 Core Curriculum—Content Standards**, 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 ____ (**must be at least one hundred twenty**) 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:

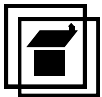


POLICY GUIDE

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the **NJSLS Core Curriculum Content Standards**.

STUDENTS
5460/page 3 of 14
High School Graduation

- a. Individualized student learning opportunities in all **NJSLS Core Curriculum Content Standards** areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - ~~(3) Work based programs, internships, apprenticeships;~~
 - (43)** Study abroad programs;
 - (54)** Student exchange programs; and
 - (65)** 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 Core Curriculum Content Standards** 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.



POLICY GUIDE

- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the **NJSLS Core Curriculum Content Standards** shall be permitted and shall be approved in the same manner as other approved courses.

STUDENTS
5460/page 4 of 14
High School Graduation

- 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 Core Curriculum Content Standards** 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.
 - a. The district shall choose assessments that are aligned with or exceed the **NJSLS Core Curriculum Content Standards** 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 Core Curriculum Content Standards**:
 - (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: ~~(select one or more options)~~ Advanced Placement (AP) courses; the College-



POLICY GUIDE

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 Core Curriculum Content Standards~~.

STUDENTS

5460/page 5 of 14

High School Graduation

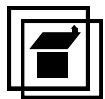
B. Additional Graduation Requirements

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

;
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:**



POLICY GUIDE

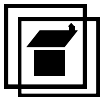
- a. For the graduating classes of 2016, 2017, 2018, and 2019, students who do not take both the ELA 10 and the Algebra I end-of-course PARCC assessments or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:

STUDENTS
5460/page 6 of 14
High School Graduation

- (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

- 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



POLICY GUIDE

- (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

STUDENTS

5460/page 7 of 14

High School Graduation

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:
- 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
 - Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or
 - 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:

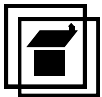


POLICY GUIDE

- (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.

STUDENTS
5460/page 8 of 14
High School Graduation

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.
 1. ~~The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, 2018, and 2019.~~
 2. ~~Students in the classes of 2016, 2017, 2018, and 2019 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.~~



POLICY GUIDE

3. ~~A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.~~

4. ~~[OPTION – Select one option below~~

~~— The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:~~

STUDENTS

5460/page 9 of 14

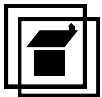
High School Graduation

a. ~~English Language Arts~~

- ~~— PARCC ELA Grade 9 \geq 750 (Level 4); or~~
- ~~— PARCC ELA Grade 10 \geq 750 (Level 4); or~~
- ~~— PARCC ELA Grade 11 \geq 725 (Level 3); or~~
- ~~— Prior to 3/1/16 SAT Critical Reading \geq 400; or~~
- ~~— 3/1/16 or later SAT Evidence-Based Reading and Writing Section \geq 450 OR SAT Reading Test \geq 22; or~~
- ~~— ACT Reading or ACT PLAN Reading \geq 16; or~~
- ~~— Accuplacer Write Placer \geq 6; or~~
- ~~— Accuplacer Write Placer ESL \geq 4; or~~
- ~~— PSAT10 Reading or PSAT/NMSQT Reading* \geq 40; or~~
- ~~— PSAT10 Reading or PSAT/NMSQT Reading** \geq 22; or~~
- ~~— ACT Aspire Reading \geq 422; or~~
- ~~— ASVAB AFQT Composite \geq 31; or~~
- ~~— Meet the Criteria of the NJDOE Portfolio Appeal~~

b. ~~Mathematics~~

- ~~— PARCC Algebra I \geq 750 (Level 4); or~~
- ~~— PARCC Geometry \geq 725 (Level 3); or~~
- ~~— PARCC Algebra II \geq 725 (Level 3); or~~
- ~~— Prior to 3/1/16 SAT Math \geq 400; or~~
- ~~— 3/1/16 or later SAT Math Section \geq 440 OR SAT Math Test \geq 22~~
- ~~— ACT or ACT PLAN Math \geq 16; or~~
- ~~— Accuplacer Elementary Algebra \geq 76; or~~



POLICY GUIDE

- ~~———— PSAT10 Math or PSAT/NMSQT Math* \geq 40; or~~
- ~~———— PSAT10 Math or PSAT/NMSQT Math** \geq 22; or~~
- ~~———— ACT Aspire Math \geq 422; or~~
- ~~———— ASVAB — AFQT Composite \geq 31; or~~
- ~~———— Meet the Criteria of the NJDOE Portfolio Appeal~~

~~Note: * PSAT taken prior to October 2015; ** PSAT taken after October 2015.~~

STUDENTS
5460/page 10 of 14
High School Graduation

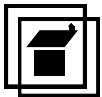
~~———— The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics in accordance with the current NJDOE approved “concurrent” cut scores for additional substitute assessments.]~~

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.

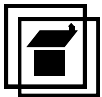


POLICY GUIDE

- b. The district shall develop and implement procedures for assessing whether a student with a disability has met **the specified** ~~any~~ 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.

STUDENTS
5460/page 11 of 14
High School Graduation

- 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.**
43. 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.
54. 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.
65. 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



POLICY GUIDE

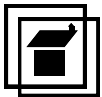
the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

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.

STUDENTS
5460/page 12 of 14
High School Graduation

- 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.
- 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 meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements.~~ Upon certification of **passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8** ~~meeting these requirements,~~ a State-endorsed diploma shall be granted by the high school of record.



POLICY GUIDE

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: formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.**
 - 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**

STUDENTS
5460/page 13 of 14
High School Graduation
 - 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.

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: ~~the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.~~

1. **The total number of students graduated;**



POLICY GUIDE

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.

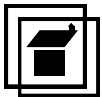
STUDENTS
5460/page 14 of 14
High School Graduation

- 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 ~~and requirements are~~ is revised.

N.J.S.A. 18A:7C-1 ~~et seq.~~; 18A:35-1;

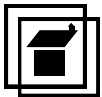
18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.



POLICY GUIDE

Adopted:



POLICY GUIDE

STUDENTS

5517/page 1 of 2

School District Issued Student Identification Cards

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the **Principal or designee** ~~Board~~ **may** requires all students to carry school district issued identification cards (**Identification Card**). ~~at all times while in school. A student must present the card to any school staff member upon request. Students who fail to have the card in their possession or to produce it when asked to do so may be disciplined.~~

~~An~~ ~~The school district issued~~ Identification Card will be issued to all students in **the middle schools and the high school.**

~~Choose one or more of the following:~~

~~___ all school buildings,~~

~~___ elementary schools,~~

~~___ middle schools,~~

~~___ high schools,~~

The Principal or designee may require a student to present their Identification Card and may be presented for: at any time during the school day or at any time during a school-sponsored activity on school grounds.

- ~~1. ___ Identification at school district activities on school district property other than the school attended by the student;~~
- ~~2. ___ Admission to school dances and other school related activities;~~
- ~~3. ___ Identification for library media services to include library book, periodical and other resource check-out;~~



- ~~4. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;~~
- ~~5. Identification for transportation services offered by the district including the use of activity and/or late buses;~~

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8199 □ 732-255-1500

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POLICY GUIDE

STUDENTS

5517/page 2 of 2

School District Issued Student Identification Cards

- ~~6. Identification for admission to certain school related and school district sponsored functions; and~~

~~Other purposes and activities as determined by the Building Principal.~~

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

~~Students will be issued _____ card(s) every _____. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards.~~

N.J.S.A. 18A:36-43

Adopted:

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POLICY GUIDE

STUDENTS
5533/page 1 of 3
Student Smoking
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[See POLICY ALERT Nos. 98, 158, 170, 188, 199 and 215]

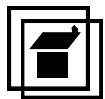
5533 STUDENT SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by ~~the~~ young **people** may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, ~~including the use of smokeless tobacco and snuff~~, or the inhaling or exhaling of smoke or vapor from an electronic smoking device **pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.**

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, ~~or~~ pipe, **or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.**

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands **and night field lights**; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



POLICY GUIDE

STUDENTS
5533/page 2 of 3
Student Smoking

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

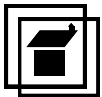
The Board prohibits smoking by students at any time in school buildings ~~or and~~ on ~~any~~ school grounds, at **school-sponsored** events ~~sponsored by the Board~~ away from school, ~~or and~~ on a **school bus** ~~any transportation vehicle supplied by the Board.~~

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

[Optional – Prohibited Items and Controlled Dangerous Substances

— If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the



POLICY GUIDE

Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply

STUDENTS
5533/page 3 of 3
Student Smoking

with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.]

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A sStudents who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district’s Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

[Optional

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.]

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

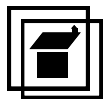
The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

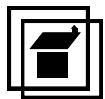


POLICY GUIDE

N.J.A.C. 6A:16-1.34.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:



POLICY GUIDE

STUDENTS

5535/page 1 of 2

Passive Breath Alcohol Sensor Device

5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education recognizes ~~that~~ a student's abuse of harmful substances seriously impedes ~~that~~ a 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 additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all students and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the student's active participation. A PBASD may be used in certain circumstances as defined in this Policy and as determined by the ~~Building~~ Principal or designee or the staff member(s) in charge of a school-related or school-sponsored event or activity. The purpose for using a PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events and to deter the use of alcohol by students.

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the ~~Building~~ Principal or designee has reason to believe the use of alcohol by students may be present. When it is determined a PBASD will be used, **a random number sequence will be selected by the Principal or designee prior to the event to determine which students in line for entrance will be screened. For example, if the number five is selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative, the Principal or designee may determine to screen every student in line for entrance into the activity/event.**

Written notice indicating the use of a PBASD will be displayed at the point of sale of a ticket for the activity/event or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entry into an activity/event or upon the entry of a student into an activity/event that does



POLICY GUIDE

STUDENTS

5535/page 2 of 2

Passive Breath Alcohol Sensor Device

not require the purchase of a ticket, a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy. ~~every student or student participating in such event will be screened.~~

If the PBASD screening indicates the presence of alcohol on a student, **additional** ~~a second~~ PBASD screenings will be conducted. If **additional PBASD** ~~the second~~ screenings ~~indicates~~ **confirm** the presence of alcohol on a student, the matter shall be reported to the ~~Building~~ Principal or designee and the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 - Substance Abuse.

~~In addition, a PBASD may be used to screen a student upon a report to the Building Principal or designee, certified or noncertified school nurse, or the school physician if an educational staff member or other professional believes a student may be currently under the influence of alcohol on school property or at a school function provided an adult student and/or the student's parent/legal guardian consents to such screening. Notwithstanding the results of the PBASD screening under these circumstances, the Building Principal or designee must comply with the reporting, notification, and examination procedures of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.~~

A PBASD will only be used in accordance with the guidelines of this Policy. The ~~Building~~ Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

N.J.S.A. 18A:40A-12
N.J.A.C. 6A:16-4.1 et seq.

Adopted:



POLICY GUIDE

PROPERTY
7440/page 1 of 2
School District Security
Aug 19
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7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. **The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.**

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

~~Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.~~



POLICY GUIDE

PROPERTY
7440/page 2 of 2
School District Security

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

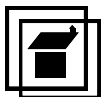
In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. **18A:7G-5.2**; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13
N.J.A.C. **6A:16-1.3; 6A:26-1.2**

Adopted:



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POLICY GUIDE

PROPERTY
7446/page 1 of 2

School Security Program
Feb 17

7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer ~~or a Class Three Special Law Enforcement Officer~~ employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. ~~A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee.~~ The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.



A School Resource Officer who is a full -time Police Officer ~~or a Class Three Special Law Enforcement Officer~~ must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.

School District Employed Security Officers – (Unarmed)

The Board of Education authorizes the employment of school district security officers. The district’s security officers will be required to wear Board -approved uniforms and shall work in cooperation with th e school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district’s security officers will not carry a gun . The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.

This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.

N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4; 40A:14-146.10; 40A:14-146.11;
40A:14-146.14

Adopted:



POLICY GUIDE

PROPERTY
7510/page 1 of 3
Use of School Facilities

7510 USE OF SCHOOL FACILITIES

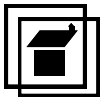
The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator/Board Secretary. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

- A. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- B. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
- C. Departments and agencies of the municipal government (i.e. police, recreation);
- D. Governmental agencies (State, Federal);
- E. Community organizations **501(c)3 non-profit corporations** formed for charitable, civic, social, or educational purposes;
- F. Community political organizations;
- G. Community church groups;
- H. Private groups and organizations;

PROPERTY
7510/page 2 of 3



POLICY GUIDE

Use of School Facilities

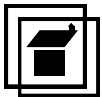
Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities for groups A-E shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use on Sunday at a rate set forth by the Board.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee required by the use.

PROPERTY
7510/page 3 of 3



POLICY GUIDE

Use of School Facilities

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

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted:



POLICY GUIDE

OPERATIONS
8350/page 1 of 1
Records Retention

8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted:



POLICY GUIDE

OPERATIONS

8462/page 1 of 3

Reporting Potentially Missing or Abused Children

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8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns ~~to provide~~ for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all

OPERATIONS



POLICY GUIDE

reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Superintendent as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

OPERATIONS



POLICY GUIDE

8462/page 3 of 3
Reporting Potentially Missing or Abused Children

~~Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.~~

N.J.S.A. 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

Adopted:



POLICY GUIDE

OPERATIONS

8561/page 1 of 16

Procurement Procedures for School Nutrition Programs

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. FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.

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:



POLICY GUIDE

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:

<u>Product/Services</u>	<u>Estimated Dollar Amount</u>	<u>Procurement Method</u>	<u>Evaluation</u>	<u>Contract Award Type</u>	<u>Contract Duration/Frequency</u>
FSMC		RPF	Scoring	Board Award	1 Base with 4 Addendum Years
Equipment	Up to \$4,000	Competitive Quotes	Lowest Price	PO	1 time
Equipment	>\$29,000 total	Formal Bid	Lowest Responsive Bid	Board Approved	1 time
General Supplies	Up to \$6,000	Formal Quote	N/A	PO	1 time
General Supplies	Greater than \$6,000 Up to \$29,000	Competitive Quotes	Lowest Price	PO	1 time
Cleaning or Repair Services	Up to \$29,000	Competitive Quotes	Lowest Price	PO	1 time
Cleaning or Repair Services	>\$29,000	Formal Bid	Lowest Responsive Bid	Board Approved	Annual up to 2 Annual Renewals

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.



POLICY GUIDE

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

- a centralized system
- State Contract

OPERATIONS

8561/page 3 of 16

Procurement Procedures for School Nutrition
Programs

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;



POLICY GUIDE

- 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.

OPERATIONS

8561/page 4 of 16

Procurement Procedures for School Nutrition Programs

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;



POLICY GUIDE

- 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 CFR 200; 2

OPERATIONS
8561/page 5 of 16
Procurement Procedures for School Nutrition
Programs

- 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;



POLICY GUIDE

- 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;

OPERATIONS

8561/page 6 of 16

Procurement Procedures for School Nutrition Programs

- 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 CFR Part 210.21(d) and USDA Guidance Memo 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



POLICY GUIDE

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.

OPERATIONS

8561/page 7 of 16

Procurement Procedures for School Nutrition Programs

- 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.



POLICY GUIDE

- 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.

OPERATIONS

8561/page 8 of 16

Procurement Procedures for School Nutrition Programs

- 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.



POLICY GUIDE

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.

OPERATIONS
8561/page 9 of 16
Procurement Procedures for School Nutrition
Programs

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



POLICY GUIDE

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.

OPERATIONS

8561/page 10 of 16

Procurement Procedures for School Nutrition Programs

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



POLICY GUIDE

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.

OPERATIONS
8561/page 11 of 16
Procurement Procedures for School Nutrition
Programs

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



POLICY GUIDE

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:

OPERATIONS

8561/page 12 of 16

Procurement Procedures for School Nutrition Programs

- 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



POLICY GUIDE

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

OPERATIONS
8561/page 13 of 16
Procurement Procedures for School Nutrition
Programs

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



POLICY GUIDE

- 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

OPERATIONS

8561/page 14 of 16

Procurement Procedures for School Nutrition Programs

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.



POLICY GUIDE

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

OPERATIONS

8561/page 15 of 16

Procurement Procedures for School Nutrition Programs

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



POLICY GUIDE

OPERATIONS
8561/page 16 of 16
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		



POLICY GUIDE

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:



POLICY GUIDE

STUDENTS

5561/page 1 of 3

Use of Physical Restraint and Seclusion
Techniques for Students with Disabilities

Jul 18

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[See POLICY ALERT Nos. 192, 215 and 216]

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 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** ~~full~~ written **notification** report of the incident of physical restraint shall



POLICY GUIDE

be provided to the parent within forty-eight hours of the occurrence of the incident;

STUDENTS

5561/page 2 of 3

Use of Physical Restraint and Seclusion
Techniques for Students with Disabilities

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
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 ~~individualized education plan~~ **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 in safe techniques for physical restraint, in order to protect the safety of the child and others; and



POLICY GUIDE

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 ~~individualized education plan~~ **IEP** meeting.

STUDENTS

5561/page 3 of 3

Use of Physical Restraint and Seclusion
Techniques for Students with Disabilities

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 ~~individualized education plan~~ **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 ~~individualized education plan~~ **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 to N.J.S.A. 18A:46-13.7.

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:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4160/page 1 of 4

Physical Examination

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4160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment** to ~~newly employed support staff member~~ 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; ~~and Mantoux test for tuberculosis.~~

~~A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~



POLICY GUIDE

SUPPORT STAFF MEMBERS
4160/page 2 of 4
Physical Examination

[Candidates for employment who have received a conditional offer of employment will be required to be tested The Board of Education will require testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as part of any physical examination which is required of any candidate for employment. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.]

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~



POLICY GUIDE

SUPPORT STAFF MEMBERS

4160/page 3 of 4

Physical Examination

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of pPhysical examinations required by this Ppolicy may be performed conducted by a physician or institution designated by the Board. or, However, the candidate shall bear the cost if the examination is performed at the employee's election, by a physician or institution designated by the candidate employee and approved with approval of by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee. 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.

All staff members' medical and health records, including computerized records, will be secured, and will be 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 section of the medical record that contains the health history may be shared 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 with the consent of the staff member.**



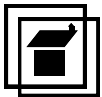
POLICY GUIDE

SUPPORT STAFF MEMBERS
4160/page 4 of 4
Physical Examination

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 No. 43161 or disability in accordance with Policies Nos. 43425 and 43435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 et seq.
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



Teaneck Public Schools

Special Public Meeting

March 24, 2020

Finance and Budget - 3.

that the Board approve 2019-2020 budget transfers, previously approved by a member of the Finance Committee, which are attached and a part of the official record.

Explanation:

ATTACHMENTS:

Description

transfer

Type

Cover Memo

FINANCE - BUDGET

MOTION # 2

Teaneck Board of Education Transfer List
September 30, 2019 through February 25, 2020

		AMOUNT TRANSFERRED	
ACCOUNT	DESCRIPTION	From	To
T42	11-000-230-340-82-50-P-D		
	11-000-230-590-82-50-P-D	(1,400.00)	1,400.00
	EXPLANATION: FUNDS NEEDED FOR COMMUNITY OUTREACH SERVICES		
T43	11-209-100-101-53-71-H-C		
	11-209-100-320-53-71-C-0	(4,200.00)	4,200.00
	EXPLANATION: EXTENDED SCHOOL YEAR SERVICES		
T44	11-215-100-101-36-10-0-6		
	11-216-100-101-36-10-0-6	(32,407.38)	2,700.00
	11-216-100-101-53-71-H-C		25,000.00
	11-216-100-320-36-56-C-0		4,179.86
	11-216-100-890-36-49-C-D		527.52
			32,407.38
	EXPLANATION: SPECIAL SERVICES SALARIES, PURCHASED SERVICES		
T45	11-190-100-610-18-40-J-J		
	11-190-100-60-18-40-S-D	(329.75)	329.75
	EXPLANATION: SUPPLIES		
T46	11-190-100-590-18-55-F-F		
	11-000-240-890-71-50-F-F	(3,514.74)	3,514.74
	EXPLANATION: WALL MURAL PROJECT AT BF		

T47	11-402-100-730-26-31-A-H		OTHER EXPENSES/ATHLETIC	(6,890.00)		
	12-402-100-730-26-31-A-H		EQUIPMENT/ATHLETICS			6,890.00
		EXPLANATION: COMPLETE TRAINER EQUIPMENT				
T48	11-000-262-420-89-53-1-V		VEHICLE REPAIR	(10,000.00)		
	11-000-262-621-89-51-1-N		UTILITY-GAS	(45,000.00)		
				(55,000.00)		
	11-000-262-490-89-51-1-W		UTILITY WATER			10,000.00
	11-000-262-622-89-51-1-E		UTILITY ELECTRIC			45,000.00
						55,000.00
		EXPLANATION: FOR GAS AND ELECTRIC PAYMENTS DISTRICT WIDE				
T49	11-000-251-610-84-49-H-0		SUPPLIES & MATERIALS/HRM	(150.00)		
	11-000-251-580-84-50-0-0		TRAVEL, CONFERENCE, WRKSH/HRM			150.00
		EXPLANATION: WORKSHOP ATTENDANCE FOR DIRECTOR OF HRM				
T50	11-000-266-100-71-10-0-0		CONTR SLARY/SECURITY	(1,737.60)		
	11-000-266-890-71-50-0-0		SECURITY OTHER OBJECTS			1,737.60
		EXPLANATION: RADIOS FOR HIGH SCHOOL SECURITY				
T51	11-000-270-512-26-52-A-H		TRNSP/ATHLETICIS/HS	(18,000.00)		
	11-402-100-590-26-50-A-H		PRCH'D SERVICES/ATHLETICS	(16,000.00)		
				(34,000.00)		
	11-402-100-600-26-40-A-H		ATHLETIC SUPPLIES			34,000.00
		EXPLANATION: REPLACEMENT PARTS FOR AED & PEDS, 24 NEW AEDS				
T52	20-280-100-300-73-50-1-0		TITLE IV/PURCHASE PROFESSIONAL SE	(3,500.00)		
	20-280-200-320-73-58-1-0		TITLE IV PURCHASED SERVICES			3,500.00

	EXPLANATION: STAFF PROFESSIONAL DEVELOPMENT				
T53	20-231-100-610-22-40-I-J	TITLE 1 INSTRUCTIONAL SUPPLIES	(10,381.00)		
	20-231-400-731-22-31-I-J	TITLE I INSTRUCTIONAL EQUIPMENT			10,381.00
	EXPLANATION: PURCHASE OF PROMETHEAN BOARDS				
T54	11-190-100-610-14-31-S-D	INSTR EQUIP/TECH/D/WIDE	(1,000.00)		
	11-190-100-610-18-40-S-D	SUPPLIES/BLDG.ALLOC	(9,000.00)		
	11-401-100-600-29-40-T-H	SUPPLIES/CLUBS,ETC/THS	(10,000.00)		10,000.00
	EXPLANATION: SUPPLIES FOR CLUBS AT THS				
T55	11-000-230-590-82-55-S-D	COPIER LEASE & MAINT/SUPT	(2,673.20)		
	11-000-230-890-81-49-0-D	OTHER EXP/BOE			2,673.20
	EXPLANATION: SHREDDING SERVICES				
T56	11-000-252-330-86-50-2-0	CONTR SAL/TECH MANAGEMENT	(126,642.89)		
	11-000-252-100-86-10-0-D	PRCH'D PROF'L SERVICES/TECH			126,642.89
	EXPLANATION: TECH DEPARTMENT SERVICES				
T57	11-000-262-100-89-18-H-1	CUSTODIAL/COMM EVENTS/O.T.	(9,442.58)		
	11-000-263-100-89-10-0-0	CONTR SAL/GROUNDS			9,442.58
	EXPLANATION: SALARY ADJUSTMENT				
T58	11-204-100-610-33-40-6-6	SUPPLIES/S.L.D/BRYANT	(450.00)		
	11-204-100-890-33-49-C-D	OTHER EXPENSES/LLD			450.00
	EXPLANATION: FIELD TRIP SPECIAL SERVICES				

T59	11-209-100-610-31-40-C-C		SPECIAL ED/BD SUPPLIES	(5,632.00)		
	11-209-100-101-31-10-0-8		CONTR SAL/TCH SE/TRANSITION			5,632.00
		EXPLANATION: SALARY ADJUSTMENT				
T60	11-212-100-610-35-40-C-F		SUPPLIES/MD	(450.00)		
	11-212-100-890-35-49-C-D		OTHER EXPENSE/MD			450.00
		EXPLANATION: SPECIAL SERVICES FIELD TRIP				
T61	11-402-100-590-26-50-A-H		PRCH'D SERVICES/ATHLETICS	(232.56)		
	11-402-100-104-26-10-0-D		CONTR SAL/DIR./ATHLETICS			232.56
		EXPLANATION: SALARY ACCOUNT ADJUSTMENT				
T62	11-402-100-590-26-50-A-H		PRCH'D SERVICES/ATHLETICS	(3,880.18)		
	11-402-100-100-26-10-0-A		CONTR SAL/ATHL TRAINER			3,880.18
		EXPLANATION: SALARY ACCOUNT ADJUSTMENT				
T63	11-000-223-105-46-10-0 -C		CONTR SAL/SEC/SP ED INSTR	(7,458.00)		
	11-000-223-110-85-10-0-D		CONTR SAL/OTHER	(61,542.00)		
				(69,000.00)		
	11-000-221-110-85-10-0-D		CONTR SALARY OTHER			69,000.00
		EXPLANATION:SALARY ACCOUNT ADJUSTMENT				
T64	11-110-100-101-61-10-0-6		CONTR SAL/K TCHRS/BRY	(93,909.38)		
	11-000-240-104-85-10-0-D		CONTR SAL/OTH PROF STAFF/SUPV			93,909.38
		EXPLANATION: SALARY ACCOUNT ADJUSTMENT				
T65	11-190-100-590-18-55-0-D		DW COPIER LEASES-INSTRUCTL	(188.50)		

	11-190-100-590-18-55-T-H		COPIER MAINTENANCE/HS INSTR	(5,570.11)	
	11-190-100-610-86-40-2-D		INSTRUC'L SUPPLIES/TECH MNGMT	(52,881.68)	
	11-402-100-590-26-50-A-H		PRCH'D SERVICES/ATHLETICS	(5,600.00)	
	11-000-262-441-89-50-0-0		OFFICE RENTAL-DISTRICT ADMIN.	(64,240.29)	64,240.29
		EXPLANATION: RENTAL CHARGES FOR GLENPOINTE			
T66	11-000-217-320-46-56-C-C		CLINICAL SRVCS/COMMSN BLND&VI	(7,650.00)	
	11-000-217-104-46-10-0-E		CONTR SAL/BEHAVIORIST		7,650.00
		EXPLANATION: BEHAVIORIST SALARY	SALARY		
T67	11-000-230-820-81-50-0-D		JUDGEMENTS	(1,195.58)	
	11-000-230-890-81-49-0-D		OTHER EXP/BOE		1,195.58
		EXPLANATION: SHREDDING SERVICES BOARD OFFICE			
T68	11-000-211-390-86-51-3-D		STUDENT INFORMATION SYSTEMS	(22,299.00)	
	12-000-449-390-93-93-1-0		E.F. ADMIN BLD. ABATEMENT SVC		22,299.00
		EXPLANATION: ABATEMENT SERVICES E.F.			
T69	11-000-211-390-86-51-3-D		STUDENT INFORMATION SYSTEMS	(34,500.00)	
	12-000-449-450-93-93-1-0		E.F. ADMIN BLD. ASBSTOS ABATE		34,500.00
		EXPLANATION: ASBESTOS ABATEMENT E.F. BUILDING			
T70	60-802-100-590-56-73-P-W		CAMP K/PURCHASE SERVICES	(5,767.62)	
	60-802-100-101-56-72-P-W		CAMP K/INSTRUCTOR SALARY		5,767.62
		EXPLANATION: SALARY ADJUSTMENT			
T71	11-000-252-330-86-50-2-0		PRCH'D PROF'L SVCS/TECH	(3,700.00)	

	11-000-251-340-84-50-H-0		PRCH'D TECHNICAL SERVICES/HRM		3,700.00
	EXPLANATION: FRONTLINE SOFTWARE				
T72	61-910-310-500-81-50-0-D		FOODSERVICE/PURCH SERV	(36,803.73)	
	61-910-310-732-81-50-0-D		FOOD SERVICE/EQUIPMENT		36,803.73
	EXPLANATION: CAFETERIA EQUIPMENT T.J, BF THS				
T73	61-910-310-500-81-50-0-D		FOOD SERVICE/PURCH SERV	(1,218.50)	
	61-910-310-890-81-50-0-D		FD SVC/MISC EXPENSES		1,218.50
	EXPLANATION: POS FOOD SERVICE EXPENSES				
T74	11-000-217-320-46-56-C-C		CLINICAL SRVCS/COMMSN BLND&VI	(8,012.62)	
	11-000-217-320-34-56-C-0		PURCH PROF SERV/INCLUSION		8,012.62
	EXPLANATION: SPECIAL SERVICES SERVICES				
T75	11-110-100-101-61-10-0-6		CONTR SAL/K TCHRS/BRY	(33,107.46)	
	11-000-221-105-85-10-0-D		CONTR SAL/SECRETARIAL C&I		33,107.46
	EXPLANATION: SALARY ACCOUNT ADJUSTMENT				
T76	11-110-100-101-61-10-0-6		CONTR SAL/K TCHRS/BRY	(26,690.00)	
	11-000-221-320-82-58-S-0		ADMIN/STF DEVEL		26,690.00
	EXPLANATION: STAFF DEVELOPMENT				
T77	11-120-100-101-63-10-0-7		CONTR SAL/TCHRS/LOWELL	(30,597.94)	
	11-130-100-101-05-10-0-J		CONTR SAL/TCH TJ/ENG LAN	(39,103.80)	
	11-130-100-101-11-10-0-J		CONTR SAL/TCHR T.J/MATH	(23,000.00)	
	11-130-101-101-15-10-0-J		CONTR SAL/TCH TJ/SOC STD	(31,896.78)	

						(124,598.52)			
	11-000-223-105-85-10-0-D			CONTR SAL/SEC C&I					34,306.52
	11-000-223-110-85-10-0-D			CONTR SAL/OTHER					90,292.00
									124,598.52
	EXPLANATION: SALARY ACCOUNT ADJUSTMENT								
T78	11-130-100-101-15-10-0-J			CONTR SAL/TCH TJSOC STD		(9,703.22)			
	11-130-100-101-66-10-0-J			CONTR SAL/CORE TCHRS/TJ		(14,700.30)			
						(24,403.52)			
	11-000-223-105-85-10-0-D			CONTR SAL/SEC C&I					24,403.52
	EXPLANATION: SALARY ACCOUNT ADJUSTMENT								
T79	11-130-100-101-66-10-0-J			CONTR SAL/CORE TCHRS TJ		(7,595.58)			
	11-000-230-820-81-50-0-D			JUDGEMENTS					7,595.58
	EXPLANATION: SETTLEMENT LEGAL FEES								
T80	11-130-100-101-66-10-0-J			CONTR SAL/CORE TCHRS/TJ		(33,500.12)			
	11-000-251-100-83-19-0-8			SUBS,OT/OSBM					33500.12
	EXPLANATION: SALARY ACCOUNT ADJUSTMENT								
T81	11-130-100-101-66-10-0-J			CONTR SAL/CORE TCHRS/TJ		(15,281.52)			
	11-000-251-100-84-13-0-0			CONTR SAL/STAFF/HRM					15281.52
	EXPLANATION: SALARY ACCOUNT ADJUSTMENT								
T82	11-130-100-101-66-10-0-J			CONTR SAL/CORE TCHRS/TJ		(1,601.40)			
	11-000-251-580-83-50-0-0			TRAVEL.CONF,WRKSH/IBUS OFF					1,601.40
	EXPLANATION: BUSINESS OFFICE PD								
T83	11-130-100-101-66-10-0-J			CONTR SAL/CORE TCHRS/TJ		(800.00)			

	11-000-251-590-83-55-0-0		COPIER LEASE/OSBM		800.00
		EXPLANATION: COPIER USE DISTRICT WIDE			
T84	11-000-100-582-49-61-C-C		TUITN/PUB SCH/SPL ED	(14,901.61)	
	11-000-251-590-83-55-0-D		COPIER LEASE & MAINT/OSBM	(2,500.00)	
	11-000-251-590-84-50-H-R		PRCH SERV/RECRUITMENT/HRM	(6,000.00)	
	11-000-251-590-84-55-H-D		COPIER LEASE & MAINT/HRM	(1,500.00)	
				(24,901.61)	
	11-000-251-340-84-50-H-0		PRCHD TECHNICAL SERVICES/HRM		24901.61
		EXPLANATION: FRONTLINE SOFTWARE PROGRAM FOR HRM			
T85	11-000-251-610-83-49-0-0		SUPPLIES & MATERIALS/OSBM	(4,876.74)	
	11-000-252-100-86-18-H-2		OVERTIME/CPTR TECH STAFF	(3,000.00)	
	11-000-252-330-86-50-2-0		PRCHD PROF'L SERVICES/TECH	(23,246.49)	
	11-140-100-101-25-10-0-H		CONTR SAL/TCHRS PER ARTS	(32,968.95)	
				(64,092.18)	
	11-000-251-100-84-10-0-0		CONTR SAL/ADMIN/HRM		64,092.18
		EXPLANATION: SALARY ADJUSTMENT			
T86	11-000-252-610-86-49-2-D		SUPPLIES & MATERIALS/TECH-NTWK	(3,000.00)	
	11-000-252-590-86-50-2-A		CAR & TECH ALLOWANCE/TECH MGMT		3,000.00
		EXPLANATION: SALARY ACCOUNT ADJUSTMENT			
T87	11-190-100-320-18-50-T-H		PURCH INSTR SERV/THS	(587.50)	
	11-150-100-106-38-15-0-0		OTHER SALARY HOME INST.GEN ED		587.50
		EXPLANATION: SALARY ADJUSTMENT			
T88	11-000-266-100-71-10-0-0		CONTR SALARY/SECURITY	(1,737.60)	
	11-000-266-890-71-50-0-0		SECURITY OTHER OBJECTS		1,737.60

Teaneck Public Schools

Special Public Meeting

March 24, 2020

Finance and Budget - 5.

that the Board approve the contracts, for out-of-district tuition, for students who would require a Special Education program during the 2019-2020 school year, as per the attached list.

Explanation:

The schools listed would provide services to students in accordance with their respective IEPs.

ATTACHMENTS:

Description

Type

Special Educational Services Tuition

Cover Memo

TUITION ONLY 2019-2020

Student ID#	Placement	Tuition	Start Date	1:1 Aide
105686	Ridgefield Public School	\$18,617.33	2/19/2020	
98448	Willingboro Public Schools	\$19,756.72	10/28/2019	
105969	The CTC Academy	\$30,524.26	3/2/2020	\$8,140.00
103142	Chancellor Academy	\$25,285.00	3/9/2020	
104448	BCSS - Brownstone School	\$27,945.00	2/19/2020	
99705	BCSS - Brownstone School	\$27,945.00	2/19/2020	
	Totals	\$150,073.31		

Teaneck Public Schools

Special Public Meeting

March 24, 2020

Finance and Budget - 6.

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 2019- - 2020 school year.

Explanation:

ATTACHMENTS:

Description

Type

Clinicians

Cover Memo

CLINICIAN / MISC.

Student ID#	Placement	Discipline/Rate	NOT TO EXCEED
105064	Trinity Psychological Services, LLC	Comprehensive Psycho-educational and Neuropsychological Assessment / \$4,400 Dr. O'Sullivan, \$3,800 Dr. Tam	\$5,000.00
105064	Atlantic Health System, Inc. / Dr. Fadden	\$675 per evaluation	\$5,000.00
	American Educational Consultants	PD / Dr. Harold Tarriff - March 23, 2020 - CST Staff Session	\$825.00
91434	Berger Learning Group	ABA Program Set up \$150hr. ABA Program Supervision/Coordination by BCBA \$150 per hr, including direct service by BCBA. 1:1 ABA direct instruction \$80 per hr. ABA clinic (BCBA) \$150 per hr, ABA clinic \$80 per hr (per therapist).	\$30,000.00
	American Educational Consultants	PD / Dr. Harold Tarriff - March 24, 2020 - Parent Education Session	\$700.00
	American Educational Consultants	PD / Dr. Harold Tarriff - March 30, 2020, April 20, 2020, May 4 & 11, 2020 - Parent Education Session	\$1,600.00
100031	Mobility Independence, LLC	Vision/\$160.00 per hr	\$3,000.00
		Total	\$46,125.00

Teaneck Public Schools

Special Public Meeting

March 24, 2020

Finance and Budget - 14.

that the Board approve the additional funding with Bergen County Special Services School District, for the 2019-2020 school year, to provide chapter 192-193 services (Compensatory, Education, ESL, Home Instruction, Examination and Classification, Annual Review, Speech Correction and Supplemental Instruction), in the amount of \$90,938. in accordance with the fees approved by the NJDOE.

Chapter 192 \$17,846.00

Chapter 193 \$73,092.00

Total **\$90,938.00**

Explanation:

Annual acceptance of non-public Chapter 192/193 grant entitlements.

ATTACHMENTS:

Description

Chapter 192/193

Type

Cover Memo

CH192/193 Funding Statement and Additional Funding Request
UNOFFICIAL Funding Statement *

02/18/2020

County: 03-BERGEN

District: 5150-TEANECK TWP

2019-20 FUNDING STATEMENT FOR SERVICES UNDER CHAPTERS 192 & 193 LAWS OF 1977 AS AMENDED

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 192

Program	2019-20 Rate/Pupil	Pupils	Alloc. for each Service 2019-20	Add'l Pupils	Additional 2019-20 Funding	Total 2019-20 Funding to Date
Compensatory Education*	\$995.33	X 98 =	\$79,497.00	32	\$17,846.00	\$97,343.00
E.S.L.*	\$1,015.00	X 26 =	\$21,508.00	0	\$0.00	\$21,508.00
Transportation*			\$15,893.00		\$0.00	\$15,893.00
Total Alloc. for CH. 192 Services - 2019-20			\$116,898.00		\$17,846.00	\$134,744.00 (A)

* Prorated at 81.50%

STATE AID AMOUNTS FOR SERVICES UNDER CHAPTER 193

Program	2019-20 Rate/Pupil	Pupils	Alloc. for each Service 2019-20	Add'l Pupils	Additional 2019-20 Funding	Total 2019-20 Funding to Date
Initial Exam & Class.*	\$1,326.17	X 99 =	\$128,665.00	0	\$0.00	\$128,665.00
Annual Exam & Class.*	\$380.00	X 104 =	\$38,730.00	50	\$18,620.00	\$57,350.00
Corrective Speech*	\$930.00	X 54 =	\$49,216.00	24	\$18,046.00	\$67,262.00
Supplemental Instr.*	\$826.00	X 98 =	\$79,329.00	54	\$36,426.00	\$115,755.00
Total Alloc. for CH. 193 Services - 2019-20			\$295,940.00		\$73,092.00	\$369,032.00 (B)

* Prorated at 98%

Total CH. 192/193 Allocation Payable (A + B): \$503,776.00

Calculated Monthly Payments:

Month	Amount	Month	Amount
SEP	\$41,284.00	NOV	\$50,525.00
OCT	\$41,283.00	DEC	\$51,010.00
		JAN	\$56,477.00
		FEB	\$56,477.00
		MAR	\$56,477.00
		APR	\$56,477.00
		MAY	\$56,477.00
		JUN	\$56,476.00

Back to Report Menu

Print

*Official monthly Funding Statements are available through School Aid - School Aid Payments and Notices website on the homeroom after requests have been certified and the payment is processed each month.

Holy Name Medical Center



Tel: 201-833-3000
www.holyname.org

718 Teaneck Road
Teaneck, NJ 07666

February 21, 2020

Fayth Petrucci
Township of Teaneck
One Merrison St.
Teaneck, NJ 07666

Dear Ms. Petrucci:

Attached you will find the information needed to renew your memorandum of understanding.

- A disclosure form discussing the confidentiality of drug testing results.
- Two copies of the Memorandum of Understanding for 2020.

Should you wish to use Holy Name Medical Center Occupational Health Services for provision of your drug testing process, sign both copies of the MOU and return them to this office with your updated employee lists for 2020. One copy of the MOU will be signed and returned to you for your files. Once we have received your signed copy of the contract and payment, we will start calling your employees in. Please remember that no candidate will receive a drug test without a photo ID.

Feel free to contact me with any questions or concerns about this or other issues. We look forward to working with you in the coming year.

Sincerely,

Karen Notarangelo
Practice Manager
Occupational Health Services
Holy Name Medical Center

Healing begins here. **Our Mission:** *We are a community of caregivers committed to a ministry of healing, embracing the tradition of Catholic principles, the pursuit of professional excellence, and conscientious stewardship. We help our community achieve the highest attainable level of health through education, prevention, and treatment.*

DOT Memorandum of Understanding between **Teaneck Board of Education** and Holy Name Medical Center Occupational Health Service.

This memo of understanding is made February 21, 2020 between **Teaneck Board of Education** and Holy Name Medical Center Occupational Health Service (HNMC OHS) for calendar year 2020.

HNMC OHS will administer and provide the following services for **Teaneck Board of Education** in preparation for its compliance with the Department of Transportation (DOT) Drug testing standard. OHS will provide services and implement the drug testing program upon receipt of the signed Memorandum of Understanding.

DOT Drug Screen / GC/MS Confirmation	NIDA Approved Laboratory
Evidential Breath Testing	Certified Breath Alcohol Technicians
MRO Services	Computer Generated Random Selection
Employee Recordkeeping	5 Year Storage & Documentation of
Collection Materials	Positive Testing

Holy Name Medical Center seeks to provide consistent, objective, fair and manageable procedures for drug and alcohol testing of employees. To that end, the DOT drug and alcohol testing program will be provided to **Teaneck Board of Education** as follows:

A. **Teaneck Board of Education** will provide a complete list of employees to be included in the DOT Program. This information is to include name, address, social security number, phone number and job type. This information will be used as a data base for statistical information and random numbers generation selection of employees for the random test program.

B. **Teaneck Board of Education** is to specify the contact person(s) responsible for the receipt and maintenance of the confidential information received from HNMC OHS in relation to the DOT Drug and Alcohol Testing program. Federal regulations (49CFR, Part40) prohibit further disclosure of information without the specific written authorization of the employee. This information is not to be used in any way prohibited by State or Federal Law. **Teaneck Board of Education** and HNMC OHS will comply with all such applicable regulations and maintain the confidentiality of all records so obtained.

C. HNMC OHS will provide review of test results by a Medical Review Officer who is contracted or employed by Holy Name Medical Center.

D. HNMC OHS will conduct drug and alcohol testing and establish selection protocols to include the following types of testing:

Pre-placement	Reasonable Suspicion	Post Accident
Random	Return to Duty	Periodic Follow-Up

E. HNMC OHS will provide a confidential collection site and collection materials assuring the employee aural and visual privacy during the procedure and in compliance with the DOT Omnibus Drug Testing Standard.

F. HNMC OHS will utilize laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) in accordance with the DOT Standard.

G HNMC OHS will maintain the **Teaneck Board of Education** drug and alcohol records as well as those of individual employees as delineated below in accordance with 49 CFR Part 40.

Retention Period	Document
5 Years	Alcohol test results indicating breath alcohol concentration of 0.02 or greater Verified positive test results Refusals to submit to required alcohol & drug test. Required calibration of evidential breath testing devices SAP referrals
2 Years	Records related to the collection process Training Records
1 Year	Negative and Canceled drug test results Alcohol test results indicating a breath alcohol concentration <0.02

H. HNMC OHS will provide Blind Specimen Submission Quality Assurance testing at a rate of 3 tests per 100 specimens in accordance with the Federal Drug Testing Standard.

I. **Teaneck Board of Education** agrees to pay HNMC OHS for the above services as set forth in the attached sheet for the period of one year from the acceptance of the agreement.

J. **Teaneck Board of Education** agrees to indemnify and hold harmless HNMC OHS from any and all claims arising out of any claims brought by third parties arising out of an allegation that **Teaneck Board of Education** coerced the third party to submit to the tests, or that the tests so administered were in any manner involuntary or illegal.

Please sign and return the original of this memo of understanding to indicate your acceptance of the terms and conditions.

***PLEASE INDICATE IF YOUR EMPLOYEES ARE: ___ FTA OR ___ FMCSA

ACCEPTED BY:

Teaneck Board of Education

Signature

Fayth Petrucci

Date

HNMC OHS

Karen Notarangelo

Signature

Karen Notarangelo
Practice Manager - Occupational Health Services

Date

2/21/2020

The following is your cost as determined by the attached memo of understanding:

DOT Forensic Drug Testing with Confirmation	\$ 70/each test
Evidential Breath Testing by Certified Breath Alcohol Technician	\$ 40/each test
24 Hour Testing Coverage (After hour ER fee)	\$ 168 add'l fee
MRO Services	\$ 100 per positive result

ACCEPTED BY

Teaneck Board of Education

HNMC OHS

Signature

Karen Notarangelo

Signature

Fayth Petrucci

Karen Notarangelo
Practice Manager
Occupational Health Services

Date

2/21/2020

Date

DISCLOSURE FORM
Teaneck Board of Education

This form is to be completed by any client receiving confidential medical information concerning their employees. Strict confidentiality of medical records must be maintained. These records are to be stored in an area separate and distinct from Personnel files with limited access by specifically designated staff member(s).

I, Fayth Petrucci, representing Teaneck Board of Education hereby certify that the information disclosed to me by Holy Name Medical Center Occupational Health Services pursuant to the consent and authority of any employee of Teaneck Board of Education will not be used in any way prohibited by State or Federal Law.

I understand that the information which is being disclosed pursuant to the consent of any employee are records whose confidentiality is protected by Federal Law. Federal Regulations (49CFR, Part 40) prohibit me from making any further disclosure without specific written authorization of the employee, or as otherwise permitted by law. I understand that a general authorization for the release of medical information is NOT sufficient for the purpose of drug and alcohol test disclosure and a separate signed consent is required.

Fayth Petrucci
Teaneck Board of Education

Date

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: College Partnership Liaison/ School Counselor

ADMINISTRATIVE RELATIONSHIP: Director of Guidance, Career Services, and Vocational Education

ESSENTIAL QUALIFICATIONS:

1. Must be able to perform essential job functions with or without reasonable accommodation.
2. Valid New Jersey Educational Services Certificate with Student Personnel Services or School Counselor endorsement.
3. Knowledge of counseling techniques, ethical standards, strategies and parenting skills; legal mandates regarding provision of services; classroom instructional interventions and behavioral management techniques; and understanding of Child Study Team and IEP process.
4. Ability to work effectively with staff, parents, community members, and students to maintain and strengthen sound human relations for the improvement of the school program.
5. Demonstrated ability to work harmoniously in a multicultural, diverse community.

ESSENTIAL FUNCTIONS OF POSITION:

1. Provide individual and small group counseling that deals with academic, career and personal/social concerns of students.
2. Implement activities which will aid students in better understanding themselves and establishing realistic goals and aspirations.
3. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and in evolving educational and occupational plans in terms of such evaluation.
4. Using student data, assist teachers in developing strategies recognizing individual differences among students and recommend programs to best meet those individual needs.
5. Work with teachers and other staff members, parents, learning institutions, community agencies, business and industry to familiarize them with the general range of services offered by the Guidance Department and to improve the educational prospects of individual students.
6. Identifies and disaggregates critical data, such as grades, test scores, attendance, promotion rates, graduation and postsecondary enrollment rates to effectively enhance the educational programming.
7. Identify students with special needs, such as academically talented, underachievers, disaffected and potential dropouts and serve as the referral agent for the Intervention and Referral Services, Section 504, and the Child Study Team.
8. Participate in the orientation program for students and parents in transition from school to school and grade to grade; assist students and parents in appropriate subject selection.
9. Assist in the development of the master schedule of classes; develop, monitor and adjust individual student class schedules.
10. Maintain adequate records for counselees and prepare guidance reports as needed in a timely fashion.
11. Assist students with developing educational and career goals, providing school-to-career guidance information and activities; maintain up-to-date and broad range of materials for student use in exploring vocational opportunities.
12. Prepare recommendations to educational institutions, governmental agencies and employment concerns.
13. Work and cooperate with employers, admissions officers and organizations re: employment, admission, and financial aid for our student body.
14. Check records and requirements for each counselee to insure academic certification for promotion or graduation.
15. Counsel potential dropouts and discuss alternatives such as alternative education jobs, job placement agencies, equivalency diploma program and educational training programs.
16. Represent the district at professional and educational meetings to keep informed of the latest techniques and innovations.
17. Attend staff meetings, serve on staff committees as required, participate in in-service training programs as directed.
18. Assist administration in implementing all policies and/or rules governing student life and conduct.
19. Be available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
20. Implement the professional improvement plans as specified in the observation and/or evaluation reports.
21. Maintaining existing relationships with colleges and fostering new partnerships with admission professionals, through campus visits, counselor calls, and other professional development opportunities.
22. Coordinate the enhancement of existing community partnerships and create new partnerships.
23. Staying current on admission trends and pro-actively engaging colleagues in conversation regarding college admissions.

24. Coordinate school-wide college and career events and initiatives, including, but not limited to college admissions rep visits, career events and programming, parent nights, and college fairs.
25. Create and maintain communication systems to work effectively with students and parents.
26. 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 Human Resource Management Office and adopted by the Board of Education and are intended only to summarize the essential duties, responsibilities, qualifications, and requirements for 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 or intended to rank the duties in any order of importance relative to each other.

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

Board Approved: 03/18/2020

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: Nutrition and Injury Prevention Coach

JOB GOAL: This position will allow us to help our in-season and out-of-season athletes understand how their nutrition will help them achieve the best possible results in their training and competition. This position will also allow us to help our coaches and student-athletes understand what type of warm up and cool down activities can best prepare the body for practice and competition, as well as aid in recovery after each performance.

ESSENTIAL QUALIFICATIONS:

1. Doctorate degree in Physical Education, Kinesiology or General Medicine, required.

ESSENTIAL FUNCTIONS OF POSITION:

1. Meet with coaches to gather information about student-athletes, program practices and competition schedules, understand coach's plan on moving forward in season or through off-season.
2. Create meal plans with food options based on the student-athletes' scheduled games, workouts and practices.
3. Work with ATC and Coaches to create injury prevention practices that coaches can implement into their daily workouts and practices.
4. Work with students to give them practices that they can do at home to prevent injury.
5. Travel with teams as needed to additional supervision.
6. Observe safety practices in the schools
7. Inspect structures, and the environment for possible hazards.
8. Record and report your findings.
9. Confer with the Director of Athletics about safe practices and suggestions for change.
10. Educate the public about environmental and structural hazards to avoid.
11. Qualified candidates must have a commitment to multicultural education and demonstrate an ability to work harmoniously with diverse populations.

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TERMS OF EMPLOYMENT:

No bargaining unit affiliation.

SALARY RANGE:

STIPEND AMOUNT: \$7,361.00

EVALUATION:

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

Board Approved: 03/18/2020

THE TEANECK PUBLIC SCHOOL DISTRICT
Human Resource Management

POSITION DESCRIPTION

POSITION TITLE: Part-Time Mental Health Clinician (4 positions)

JOB GOAL: This position will provide counseling services for students. The Mental Health Clinician performs client focused resource coordination activities to ensure students receive comprehensive care.

ESSENTIAL QUALIFICATIONS:

1. Bachelor's degree in Counseling, Master's degree preferred.
2. Demonstrated experience in clinical work.
3. Appropriate State of New Jersey license.
4. Bilingual applicants preferred.

ESSENTIAL FUNCTIONS OF POSITION:

1. Individual and/or Family Counseling
2. Referral to higher levels of care, if and when applicable
3. Mental Health Services & Referrals based on individual and specific needs
4. Provide counseling on referral process in collaboration with district counseling department
5. All processes shared in collaboration with Director of Guidance & Counseling for the district and School Climate Transformation Grant Project Director

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TERMS OF EMPLOYMENT:

No bargaining unit affiliation.

SALARY RANGE:

STIPEND AMOUNT: \$12,000 per position (based upon grant funds).

Licensed Mental Health Clinician/Therapist: not to exceed 29 hrs. per week.

EVALUATION:

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

Board Approved: 03/18/2020