

**WORKSHOP AGENDA  
SEPTEMBER 1, 2021**

**I. Salute to the Flag**

**II. Presiding Officer's Meeting Notice Statement**

"I hereby call to order the Public Work Session Meeting of the Teaneck Board of Education, held on Wednesday, September 1, 2021, at the Board of Education building located at 651 Teaneck Road, Teaneck, NJ 07666, at 8:00 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](http://www.teaneckschools.org), on August 26, 2021."

**III. Roll Call**

| <i>Board Member</i>       | <i>Present</i> | <i>Absent</i> |
|---------------------------|----------------|---------------|
| Ms. Burns (Linda)         |                |               |
| Mr. Clark, Sr. (Harold)   |                |               |
| Mr. Cooper (Damen)        |                |               |
| Ms. Fisher (Victoria)     |                |               |
| Mrs. Gee (Danielle)       |                |               |
| Mrs. Rappoport (Sarah)    |                |               |
| Mr. Reiner (Gerald)       |                |               |
| Mr. Rodriguez (Sebastian) |                |               |
| Ms. Sanders (Denise)      |                |               |

**IV. Reaffirmation of District Goals**

**V. Superintendent's Report (if needed)**

**VI. Public Comment (Agenda and Non-Agenda Items)**

**VII. Board Presentations (if needed)**

**VIII. Board Committee Reports (as available)**

**IX. Agenda Items**

**X. Executive Session (if needed)**

**XI. 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**

### **Board Goals**

**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.**

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. that the Board approve to abolish the policies that are no longer necessary as follows:

**Abolish Policy Guide 5114 - Children Displaced by Domestic Violence:**

**WHEREAS**, Policy Guide 5114 was required to address the educational needs of children displaced by domestic violence;

**WHEREAS**, Policy Guide 5111 has been amended and now thoroughly addresses the educational needs of students displaced by domestic violence;

**WHEREAS**, Policy Guide 5114 is no longer necessary and should be abolished.

**BE IT RESOLVED** that Policy Guide 5114 is abolished as Policy Guide 5111 thoroughly addresses the circumstances of students displaced by domestic violence.

**Abolish Policy Guide 8810 - Religious Holidays:**

**WHEREAS**, Policy Guide 8810 addressed the legal requirements for a board of education to recognize religious holidays;

**WHEREAS**, Policy Guide 2270 has been revised to address the updated United States Department of Education Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools, which Guidance addressed the recognition of religious holidays;

**WHEREAS**, Policy Guide 8810 is no longer necessary and should be abolished.

**BE IT RESOLVED** that Policy Guide 8810 is abolished as Policy Guide 2270 as revised adequately addresses the legal requirements regarding the recognition of religious holidays.

**Abolish Policy Guide 1648 - Restart and Recovery Plan:**

**WHEREAS**, the State Department of Education issued “The Road Back: Restart and Recovery Plan for Education” Guidance for returning students to school during the COVID-19 pandemic;

**WHEREAS**, Policy Guide 1648 was developed to address the minimum requirements set forth in “The Road Back”;

**WHEREAS**, the Department of Education subsequently issued new guidance “The Road Forward,” which was intended to supplant “The Road Back” and prior Executive Orders;

**WHEREAS**, the minimum requirements set forth in “The Road Back” are not mandatory under “The Road Forward”;

**WHEREAS**, Policy Guide 1648.11 has been developed to address the recommendations set forth in “The Road Forward”;

**WHEREAS**, Policy Guide 1648 is no longer necessary and should be abolished.

**BE IT RESOLVED** that Policy Guide 1648 be abolished as it does not reflect the standards set forth in “The Road Forward” and has been replaced by Policy 1648.11.

**Abolish Policy Guide 1648.02 - Remote Learning Options for Families:**

**WHEREAS**, Governor Phil Murphy signed Executive Order 175, which required schools in the State of New Jersey to offer remote learning to all students;

**WHEREAS**, Policy Guide 1648.02 was developed and adopted to reflect the requirement to offer remote learning to all students;

**WHEREAS**, on May 17, 2021, Governor Murphy announced that Executive Order 175 would be partially rescinded such that remote learning would no longer be offered after the 2020-2021 school year;

**WHEREAS**, "The Road Forward" Guidance issued by the New Jersey Department of Education indicates that all schools must be prepared to offer full-day, full-time, in-person instruction during the 2021-2022 school year;

**WHEREAS**, Policy Guide 1648.02 is no longer applicable under the current State-issued Guidance and Executive Orders and should be abolished.

**BE IT RESOLVED** that Policy Guide 1648.02 be abolished as it is no longer applicable under the current law.

2. that the Board approve the following policy updates for **First Reading**:

**General Policy Updates:**

P2422 - Comprehensive Health and Physical Education  
P2467 - Surrogate Parents and REsouch Family Parents  
P5111 - Eligibility of Resident/Nonresident Students  
P5116 - Education of Homeless Children  
P7432 - Eye Protection  
P8420 - Emergency and Crisis Situations  
P8540 - School Nutrition Programs  
P8550 - Meal Charges/Outstanding Food Services Bill  
P8600 - Student Transportation

**NJDOE Office of Fiscal Accountability & Compliance Audit Policy Updates:**

P6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs  
P6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures.  
P6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest  
P6311 - Contracts for Goods or Services Funded by Federal Grants

**COVID 19 Policy Updates:**

P1648.11 - The Road Forward COVID-19 - Health and Safety  
P1648.11 - The Road Forward COVID-19 - Health and Safety Appendices

**Policy 01 thru 02**

| <b>Motion:</b>            | <b>Second:</b> |           |                |               |
|---------------------------|----------------|-----------|----------------|---------------|
| <b>Board Member</b>       | <b>Yes</b>     | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Burns (Linda)         |                |           |                |               |
| Mr. Clark, Sr. (Harold)   |                |           |                |               |
| Mr. Cooper (Damen)        |                |           |                |               |
| Ms. Fisher (Victoria)     |                |           |                |               |
| Mrs. Gee (Danielle)       |                |           |                |               |
| Mrs. Rappoport (Sarah)    |                |           |                |               |
| Mr. Reiner (Gerald)       |                |           |                |               |
| Mr. Rodriguez (Sebastian) |                |           |                |               |
| Ms. Sanders (Denise)      |                |           |                |               |

**BOARD OPERATIONS**

**SEPTEMBER 1, 2021**

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 of the Special Public meeting held on Wednesday, August 25th, 2021.

EXPLANATION: The Board approves the minutes from each meeting.

**Board Operations 01 thru 01**

| <b>Motion:</b>            | <b>Second:</b> |           |                |               |
|---------------------------|----------------|-----------|----------------|---------------|
| <b>Board Member</b>       | <b>Yes</b>     | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Burns (Linda)         |                |           |                |               |
| Mr. Clark, Sr. (Harold)   |                |           |                |               |
| Mr. Cooper (Damen)        |                |           |                |               |
| Ms. Fisher (Victoria)     |                |           |                |               |
| Mrs. Gee (Danielle)       |                |           |                |               |
| Mrs. Rappoport (Sarah)    |                |           |                |               |
| Mr. Reiner (Gerald)       |                |           |                |               |
| Mr. Rodriguez (Sebastian) |                |           |                |               |
| Ms. Sanders (Denise)      |                |           |                |               |

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

1. that the Board adopt and ratify all Teaneck Public Schools curricula for the 2021-2022 school year. All core subject curricula have been aligned to the New Jersey Student Learning Standards. Curriculum guides are on file in the Office of Curriculum and Instruction.

**K - 12**

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

**Grades Pre K- 4**

Pre Kindergarten  
Full Day Kindergarten  
Language Arts Literacy Intervention  
Social Studies  
Science  
Mathematics  
General Music  
Instrumental Music (Grade 4)  
Dance within Physical Education  
Art K- 4  
World Language(s) (Grades 1- 4)

**Grades 5 and 6**

Grades 5 - 6 (Elementary Classrooms not departmentalized)  
Language Arts Literacy Intervention  
Social Studies  
Mathematics  
Advanced Mathematics Seminar 5 and 6  
World Languages  
Science  
General Music 5/6 Band 5/6  
Art  
Instrumental Music Lessons  
Dance  
Physical Education  
Theater

**Grade 7**

Language Arts 7  
Social Studies 7  
Science 7



Math 7  
Advanced Math Seminar 7  
Art 7  
French 7  
Spanish 7  
Instrumental Music/Chorus/Band/Strings Ensemble 7/8  
Study Skills  
Creative Writing  
Music Through Technology  
Humanities  
Computer Applications  
Literature & Film  
Dance  
Theater

**Grade 8**

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

**Teaneck High School**

Curriculum for all courses listed in the 2021-2022 Course Selection Guide and High School course registration form.

**School Operations 01 thru 01**

| <b>Motion:</b>            | <b>Second:</b> |           |                |               |
|---------------------------|----------------|-----------|----------------|---------------|
| <b>Board Member</b>       | <b>Yes</b>     | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Burns (Linda)         |                |           |                |               |
| Mr. Clark, Sr. (Harold)   |                |           |                |               |
| Mr. Cooper (Damen)        |                |           |                |               |
| Ms. Fisher (Victoria)     |                |           |                |               |
| Mrs. Gee (Danielle)       |                |           |                |               |
| Mrs. Rappoport (Sarah)    |                |           |                |               |
| Mr. Reiner (Gerald)       |                |           |                |               |
| Mr. Rodriguez (Sebastian) |                |           |                |               |
| Ms. Sanders (Denise)      |                |           |                |               |

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 the attached list of virtual Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$0) (Grant Funded \$599) total cost of \$599.00.

EXPLANATION: NJDOE requires approval by the Superintendent and the Board of Education for attendance at and reimbursement for seminars and conferences.

2. that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (FORUM Grant Funded \$0) and (District Funded \$0) (Parent Funded \$1,079.00) total cost \$1,079.00.

EXPLANATION: NJDOE requires approval by the Superintendent and the Board of Education for attendance at and payment for student field trips.

3. that the Board approve the attached list of Student Fundraising activities by school.

EXPLANATION: Proposed fundraising activities are approved by the Board.

4. that the Board approve the following transportation quoted contract for the 2021-2022 school year for the Frisch High School and submission of this agreement to the Executive County Superintendent of Schools for approval. The bid threshold for (unanticipated) quoted contracts is \$20,200.00, effective July 1, 2021 to June 30, 2023 and this contract will be re-bid prior to exceeding that amount.

| Route | Company   | Destination | Per Diem Aide | Per Diem Vehicle | Total cost:         |
|-------|-----------|-------------|---------------|------------------|---------------------|
| F7    | D&M Tours | Frisch HS   | NA            | \$174.21         | \$ 20,200.00        |
|       |           |             |               | <b>Total</b>     | <b>\$ 20,200.00</b> |

EXPLANATION: The above motion provides transportation to and from the Frisch High School in Paramus NJ to corner stops. Three quotes were collected as follows: D&M tours: \$174.21 per diem, First Student: \$205.00 per diem and John Leckie Bus: \$192.99 per diem.

**Finance and Budget 01 thru 04**

| <b>Motion:</b>            | <b>Second:</b> |           |                |               |
|---------------------------|----------------|-----------|----------------|---------------|
| <b>Board Member</b>       | <b>Yes</b>     | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Burns (Linda)         |                |           |                |               |
| Mr. Clark, Sr. (Harold)   |                |           |                |               |
| Mr. Cooper (Damen)        |                |           |                |               |
| Ms. Fisher (Victoria)     |                |           |                |               |
| Mrs. Gee (Danielle)       |                |           |                |               |
| Mrs. Rappoport (Sarah)    |                |           |                |               |
| Mr. Reiner (Gerald)       |                |           |                |               |
| Mr. Rodriguez (Sebastian) |                |           |                |               |
| Ms. Sanders (Denise)      |                |           |                |               |

**PERSONNEL**

**SEPTEMBER 1, 2021**

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

- 1. that the Board approve the following certificated staff appointments, following a 90-day probationary period, effective dates as indicated, pending criminal history review:
  - a. Linda LaMadrid-Peluso, English Teacher, at an annual salary of \$83,000 (TTEA MA/step 11) assigned to Benjamin Franklin Middle School, effective November 22, 2021 through June 30, 2022, replacing Hazel Rivas, resigned (PC#: 10-10-05/ajm).
  - b. Shanieka Smith, Mathematics Teacher, at an annual salary of \$87,500 (TTEA MA/step 12) assigned to Teaneck High School, effective September 13, 2021 through June 30, 2022, replacing Sunletha Carter, retired (PC#: 10-12-11/agv).
  - c. Ramon Medina, Supervisor of Visual and Performing Arts, at an annual salary of \$116,000 assigned to Curriculum and Instruction, effective October 25, 2021 through June 30, 2022, new position.

EXPLANATION: The Board approves the appointment of certificated staff members.

Item b. - Previously approved on the June 23, 2021 Regular Board agenda. Updated to reflect new start date.

Item c. - Previously approved on the August 25, 2021 Special Public Board agenda. Updated to reflect new start date.

- 2. that the Board approve the following re-appointment and salary of TTEA certificated staff members, for the 2021-2022 school year, effective September 01, 2021 through June 30, 2022.

| <u>Name</u>        | <u>Guide/step</u> | <u>Salary</u> |
|--------------------|-------------------|---------------|
| a. Sandra Beckford | off-guide         | \$125,063     |

EXPLANATION: The Board approves the re-appointment of teaching staff members and their salaries for the 2021-2022 school year.

Item a. - previously approved on the August 25, 2021 Special Public Board agenda. The salary was erroneously entered on the agenda.

3. that Board approve the attached list renewing substitute teachers for the 2021-2022 school year.

EXPLANATION: The Board approves the renewal of substitute teachers each school year.

4. that the Board approve the appointment of Dr. Kim Buxenbaum (Assistant Superintendent for Educational Services) and Cameron Cox (Coordinator of District Safety & Truancy Services) as Affirmative Action Officers for the Teaneck Public School District, for the 2021-2022 School Year.

EXPLANATION: A Board resolution to appoint the Affirmative Action Officer(s) is required annually by the NJ Department of Education.

5. that the Board approve the annual stipend of \$9,000 for the position of Affirmative Action Officer, and compensate Cameron Cox (Coordinator of District Safety & Truancy Services) for performing this responsibility during the 2021-2022 school year.

EXPLANATION: The Board approves stipends related to employees taking on additional job duties. Mr. Cox would replace Mr. Adedoyin (resignation).

**Personnel 01 thru 05**

| <b>Motion:</b>            | <b>Second:</b> |           |                |               |
|---------------------------|----------------|-----------|----------------|---------------|
| <b>Board Member</b>       | <b>Yes</b>     | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
| Ms. Burns (Linda)         |                |           |                |               |
| Mr. Clark, Sr. (Harold)   |                |           |                |               |
| Mr. Cooper (Damen)        |                |           |                |               |
| Ms. Fisher (Victoria)     |                |           |                |               |
| Mrs. Gee (Danielle)       |                |           |                |               |
| Mrs. Rappoport (Sarah)    |                |           |                |               |
| Mr. Reiner (Gerald)       |                |           |                |               |
| Mr. Rodriguez (Sebastian) |                |           |                |               |
| Ms. Sanders (Denise)      |                |           |                |               |

## **Teaneck Public Schools**

Public Work Session

September 1, 2021

Policy - 2.

that the Board approve the following policy updates for **First Reading**:

### **General Policy Updates:**

P2422 - Comprehensive Health and Physical Education  
P2467 - Surrogate Parents and REsource Family Parents  
P5111 - Eligibility of Resident/Nonresident Students  
P5116 - Education of Homeless Children  
P7432 - Eye Protection  
P8420 - Emergency and Crisis Situations  
P8540 - School Nutrition Programs  
P8550 - Meal Charges/Outstanding Food Services Bill  
P8600 - Student Transportation

### **NJDOE Office of Fiscal Accountability & Compliance Audit Policy Updates:**

P6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs  
P6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures.  
P6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest  
P6311 - Contracts for Goods or Services Funded by Federal Grants

### **COVID 19 Policy Updates:**

P1648.11 - The Road Forward COVID-19 - Health and Safety  
P1648.11 - The Road Forward COVID-19 - Health and Safety Appendices

### Explanation:

### **ATTACHMENTS:**

| Description  | Type       |
|--|------------|
| General Policy Updates - First Reading                     | Cover Memo |
| Fiscal & Accountability/Audit Policy Updates-First Reading | Cover Memo |
| COVID-19 Policy Updates - First Reading                    | Cover Memo |



# **General Policy Updates**

# POLICY GUIDE

PROGRAM

2422/page 1 of 5

Comprehensive Health and Physical Education

M

## 2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

**The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.**

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.



# POLICY GUIDE

PROGRAM

2422/page 2 of 5

## Comprehensive Health and Physical Education

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.



# POLICY GUIDE

PROGRAM  
2422/page 3 of 5

## Comprehensive Health and Physical Education

15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. **Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.**
20. **Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.**
21. **Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.**



# POLICY GUIDE

PROGRAM

2422/page 4 of 5

Comprehensive Health and Physical Education

22. **Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.**
23. **Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.**
24. **Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.**
2519. **Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.**

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is



# POLICY GUIDE

PROGRAM

2422/page 5 of 5

**Comprehensive Health and Physical Education**

substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

~~N.J.S.A. 18A:35-4.31~~

Adopted:



# POLICY GUIDE

PROGRAM  
2467/page 1 of 4  
Surrogate Parents and Resource  
Family Foster Parents  
M

## 2467 SURROGATE PARENTS AND RESOURCE FAMILY FOSTER PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent, ~~as defined according to N.J.A.C. 6A:14-1.3,~~ cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student **or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent;** and that agency has ~~not taken steps to appoint a surrogate parent for the student; or~~
4. ~~The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;~~
5. ~~No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and~~
46. The student is an unaccompanied homeless youth **as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2** and ~~no State agency has taken steps to appoint a surrogate parent for the student.~~

### Qualifications and Selection

The district ~~shall~~ **will** make reasonable efforts to appoint a surrogate parent within thirty days of ~~the it's~~ determination that a surrogate parent is **needed** ~~required~~ for a student. If the district fails to appoint a surrogate parent for a ward of the State,



# POLICY GUIDE

PROGRAM  
2467/page 2 of 4  
Surrogate Parents and Resource  
Family Foster Parents

a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

**The district shall establish a method for selecting and training surrogate parents.**

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with **the interest** those of the student **they** he/she represents;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; **and**
5. **Complete** Have a criminal history review **pursuant to in** accordance with N.J.S.A. 18A:6-7.1 **if the person** completed prior to his or her serving as the surrogate parent, ~~if the school district is compensated.~~ **compensates** the surrogate parent for such services; and
6. ~~Not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.~~

**The person(s) serving as a surrogate parent may not** ~~Not~~ be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[Optional - A surrogate parent ~~will~~ may be paid solely to act in this capacity.]

The \_\_\_\_\_ shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable





# POLICY GUIDE

PROGRAM

2467/page 3 of 4

Surrogate Parents and **Resource**

**Family Foster-Parents**

efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a **resource family foster-parent**, and the **resource family foster parent** is not the parent of the student ~~as defined in N.J.A.C. 6A:14-1.3~~, the district where the **resource family foster parent** resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the **Superintendent or designee** ~~Surrogate Parent Coordinator~~ shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the **resource family foster parent**, ~~unless that person is unwilling to do so~~, shall serve as the parent **unless that person is unwilling to do so** pursuant to N.J.A.C. 6A:14-1.3. If there is no **resource family foster parent**, or if the **resource family foster parent** is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, ~~and appointing~~ a surrogate parent, and ~~obtaining~~ all required consent from, and ~~providing~~ written notices to, the surrogate parent.

## Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training ~~may~~ **will** include, but not be limited to:

1. Providing the surrogate parent a copy of:
  - a. Parental Rights in Special Education booklet;
  - b. N.J.A.C. 6A:14;



# POLICY GUIDE

PROGRAM

2467/page 4 of 4

Surrogate Parents and **Resource**  
**Family Foster-Parents**

- c. The Special Education Process;
  - d. **Administrative** Code Training Materials from the Department of Education website; and
  - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
  3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
  4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
  5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

## Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:



# POLICY GUIDE

STUDENTS

5111/page 1 of 10

Eligibility of Resident/Nonresident Students

M

## 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

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

### Eligibility to Attend School

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

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

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



# POLICY GUIDE

STUDENTS

5111/page 2 of 10

Eligibility of Resident/Nonresident Students

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

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

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

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

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of



# POLICY GUIDE

STUDENTS

5111/page 3 of 10

Eligibility of Resident/Nonresident Students

the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and

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

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

**If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.**

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

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



# POLICY GUIDE

STUDENTS

5111/page 4 of 10

Eligibility of Resident/Nonresident Students

## Proof of Eligibility

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

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

## Registration Forms and Procedures for Initial Assessment

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



# POLICY GUIDE

STUDENTS

5111/page 5 of 10

Eligibility of Resident/Nonresident Students

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

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

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

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies



# POLICY GUIDE

STUDENTS

5111/page 6 of 10

Eligibility of Resident/Nonresident Students

information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

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

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

## Notice of Ineligibility

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

## Removal of Currently Enrolled Students

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





# POLICY GUIDE

STUDENTS

5111/page 7 of 10

Eligibility of Resident/Nonresident Students

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

Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

## Appeal to the Commissioner

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

## Assessment and Calculation of Tuition

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



# POLICY GUIDE

STUDENTS

5111/page 8 of 10

Eligibility of Resident/Nonresident Students

enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

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

## Nonresident Students

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

## Optional

### [Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled \_\_\_\_\_ (with or without) payment of tuition for a period of time not greater than \_\_\_\_\_ weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within \_\_\_\_\_ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the \_\_\_\_\_ week and until such time as the student becomes a resident or withdraws from school.



# POLICY GUIDE

STUDENTS

5111/page 9 of 10

Eligibility of Resident/Nonresident Students

Students whose parent or guardian have moved away from the school district on or after \_\_\_\_\_ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after \_\_\_\_\_ (date) will be permitted to finish the school year in this school district \_\_\_\_\_ (with or without) payment of tuition.]

## Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district \_\_\_\_\_ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

## Optional

[Other Nonresident Students

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

F-1 Visa Students

## [Option – Select One Option

\_\_\_\_\_ F-1 Visa students will not be admitted to this school district.

\_\_\_\_\_ The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year.



# POLICY GUIDE

STUDENTS

5111/page 10 of 10

Eligibility of Resident/Nonresident Students

The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

J-1 Visa Students

## [Option – Select One Option

\_\_\_ J-1 Visa students will not be admitted to this school district.

\_\_\_ The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

N.J.S.A. 18A:38-1 et seq.; **18A:38-1.1**; 18A:38-1.3; 18A:38-3;  
18A:38-3.1; **18A:7B-12**

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.  
8 CFR 214.3

Adopted:



© Copyright 2021 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

# 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.

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

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

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



# POLICY GUIDE

STUDENTS

5116/page 2 of 3

Education of Homeless Children

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 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.



# POLICY GUIDE

STUDENTS

5116/page 3 of 3

Education of Homeless Children

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).

**On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.**

N.J.S.A. 18A:7B-12; 18A:7B-12.1; 18A:38-1  
N.J.A.C. 6A:17-2.1 et seq.

Adopted:



# POLICY GUIDE

PROPERTY  
7432/page 1 of 3  
Eye Protection  
M

## 7432 EYE PROTECTION

The Board of Education **requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1** ~~directs the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.~~

The term “appropriate eye protective device” shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

### **Optional**

~~{including the adult evening school program.}~~

The Superintendent **or designee** shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

~~Each student, staff member, and visitor, exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New~~





# POLICY GUIDE

PROPERTY  
7432/page 2 of 3  
Eye Protection

~~Jersey Administrative Code.~~ The **appropriate** eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, **including individuals present for evening adult-school programs**, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned **appropriate** eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared **appropriate** eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the **New Jersey** Department of Education.

The Building Principal **or designee** shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

~~A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit.~~

~~A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.~~



# POLICY GUIDE

PROPERTY  
7432/page 3 of 3  
Eye Protection

~~A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.~~

~~The school district Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide annual in-service training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f). staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.~~

N.J.S.A. 18A:40-12.1; 18A:40-12.2  
N.J.A.C. 6A:7-1.3  
N.J.A.C. 6A:26-12.5  
N.J.A.C. 6:53-5.1 [vocational districts]

Adopted:



# POLICY GUIDE

OPERATIONS

8420/page 1 of 3

Emergency and Crisis Situations

M

## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement **comprehensive** written plans, **and** procedures, **and mechanisms** to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

**“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.**

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be **notified** briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.



# POLICY GUIDE

OPERATIONS

8420/page 2 of 3

Emergency and Crisis Situations

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

~~In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.~~

**Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.**

**Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.**



# POLICY GUIDE

OPERATIONS

8420/page 3 of 3

Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1** ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.~~

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds **in accordance with N.J.A.C. 6A:16-5.1** ~~as provided by the New Jersey Office of Homeland Security and Preparedness.~~

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 ~~et seq.~~; **18A:41-2; 18A:41-6; 18A:41-7**

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



# POLICY GUIDE

OPERATIONS  
8540/page 1 of 3  
School Nutrition Programs  
M

## 8540 SCHOOL NUTRITION PROGRAMS

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

**If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a “Breakfast After the Bell” program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the “Breakfast After the Bell” program pursuant to N.J.S.A. 18A:33-12.**

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

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

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



# POLICY GUIDE

OPERATIONS  
8540/page 2 of 3  
School Nutrition Programs

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

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

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

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

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall



# POLICY GUIDE

OPERATIONS  
8540/page 3 of 3  
School Nutrition Programs

not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

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

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

7 C.F.R. 210.1 et seq.  
N.J.S.A. 18A:33-5; **18A:33-11.1 et seq.**; 18A:58-7.2  
N.J.A.C. 2:36

Adopted:



© Copyright 2021 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500



# POLICY GUIDE

OPERATIONS

8550/page 1 of 4

Unpaid Meal Charges/Outstanding

Food Service **Bill Charges**

**M**

## 8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL CHARGES

### [ Select One Option Below

- \_\_\_ The Board of Education does not permit a student in the school district to charge for breakfast or lunch.
- \_\_\_ The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.]

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or



# POLICY GUIDE

3. OPERATIONS
4. 8550/page 2 of 4
5. Unpaid Meal Charges/Outstanding
6. Food Service Bill Charges

7. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

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



# POLICY GUIDE

OPERATIONS

8550/page 3 of 4

Unpaid Meal Charges/Outstanding

Food Service **Bill** Charges

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A. 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.



# POLICY GUIDE

OPERATIONS

8550/page 4 of 4

Unpaid Meal Charges/Outstanding  
Food Service **Bill** Charges

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted:



© Copyright 2021 • Strauss Esmay Associates, LLP • 1886 Hinds Road • Suite 1 • Toms River, NJ 08753-8199 • 732-255-1500

# POLICY GUIDE

OPERATIONS  
8600/page 1 of 3  
Student Transportation  
M

## 8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

### **[Only Required for School Districts that Provide Courtesy Busing**

The Board may provide transportation to and from school for public school students less than remote.]

### **[Optional for School Districts Limiting Time a Student is Riding on a School Bus**

The Board has determined that no public school student in grades \_\_\_\_\_ to \_\_\_\_\_ shall be required to ride a school bus more than \_\_\_\_\_ minutes one way per day.]

### **[Optional for School Districts Limiting a Student's Walking Distance to Bus Stops**

Students in grades \_\_\_\_\_ shall not be required to walk more than \_\_\_\_\_ miles to the bus stop to which they have been assigned.]

### **[Optional for School Districts that Provide Transportation to a Student with a Temporary Disability**

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.]



# POLICY GUIDE

OPERATIONS  
8600/page 2 of 3  
Student Transportation

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

**[Only required for any school district located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]**

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.]

## **[Optional for School Districts that Require an Emergency List of Students**

**The Board may require the compilation of a list of the names of students being transported by a school bus to a school-sponsored activity, including but not limited to, field trips or interscholastic sports programs. The staff member(s) supervising the school-sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.]**

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.



# POLICY GUIDE

OPERATIONS  
8600/page 3 of 3  
Student Transportation

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;  
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;  
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;  
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



**NJDOE Office of Fiscal  
Accountability and  
Compliance Audit  
Policy Updates**



# POLICY GUIDE

FINANCES

6115.01/page 1 of 2

Federal Awards/Funds Internal Controls –

Allowability of Costs

M

## 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principles. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.



# POLICY GUIDE

## FINANCES

6115.01/page 2 of 2

### Federal Awards/Funds Internal Controls – Allowability of Costs

5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)

2 CFR §200.403

Adopted:



# POLICY GUIDE

FINANCES

6115.02/page 1 of 4

Federal Awards/Funds Internal Controls –

Mandatory Disclosures

M

## 6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

### A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



# POLICY GUIDE

FINANCES

6115.02/page 2 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

## B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
  - b. Reached its final disposition during the most recent five-year period; and
  - c. Is one of the following:
    - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
    - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
    - (4) Any other criminal, civil, or administrative proceeding if:



# POLICY GUIDE

FINANCES

6115.02/page 3 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

- (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
- (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
- (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

## C. Reporting Procedures

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

## D. Reporting Frequency

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
- 2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.



# POLICY GUIDE

FINANCES

6115.02/page 4 of 4

Federal Awards/Funds Internal Controls –  
Mandatory Disclosures

## E. Definitions

### 1. For purposes of this Policy:

- a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
  - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:



# POLICY GUIDE

FINANCES

6115.03/page 1 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

M

## 6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
  - a. Such a conflict of interest would arise when a Board of Education 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.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.



# POLICY GUIDE

FINANCES

6115.03/page 2 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

3. However, a Board of Education 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.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).





# POLICY GUIDE

FINANCES

6115.03/page 3 of 3

Federal Awards/Funds Internal Controls –  
Conflict of Interest

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:



# POLICY GUIDE

FINANCES

6311/page 1 of 2

Contracts for Goods or Services Funded by  
Federal Grants

M

## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment** ~~Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.~~

The School Business Administrator/Board Secretary shall be responsible to check the web-based **System for Award Management (SAM) Excluded Parties Lists System (EPLS)** maintained by the **United States government** - the General Services Administration (GSA). The purpose of the **SAM EPLS** is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall **access** ~~review~~ the **SAM EPLS** to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also **access** ~~review~~ the **SAM EPLS** list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM EPLS** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200 FAR Subpart 9.405**.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the **SAM EPLS** list or proposed for disbarment shall be in accordance with the limitations as outlined in **2 CFR §200 FAR Subparts 9.405.1 and 9.405.2**.



# POLICY GUIDE

FINANCES

6311/page 2 of 2

Contracts for Goods or Services Funded by  
Federal Grants

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

~~Federal Acquisition Regulations (FAR) Subpart 9.4.2 CFR §200~~

Adopted:



# **COVID-19 Policy Updates**

# POLICY GUIDE

ADMINISTRATION

1648.11/page 1 of 3

The Road Forward COVID-19 – Health and Safety

M

## 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



# POLICY GUIDE

ADMINISTRATION

1648.11/page 2 of 3

The Road Forward COVID-19 – Health and Safety

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.;
  - 2. Communication with the Local Health Department – See Appendix B.;
  - 3. Mask Wearing Protocol – See Appendix C.;
  - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
  - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  - 6. Provision of Meals – See Appendix F.; and
  - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.



# POLICY GUIDE

ADMINISTRATION

1648.11/page 3 of 3

The Road Forward COVID-19 –Health and Safety

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:



# THE ROAD FORWARD

---

## Appendices

### The Road Forward

Insert: *School District Name*  
**Board of Education**

**Note:**

As of August 10, 2021, the only mandatory requirements are included in Appendix C – Mask Wearing Protocol and Appendix G – Transportation Protocols. The school district should anticipate potential updates to The Road Forward Guidance as additional guidance becomes available.

**Fall 2021**



# THE ROAD FORWARD

---

## Appendix A

### Vaccination

The school district may include in Appendix A the locally developed protocols to:

- a. Determine the vaccination status of students and staff.
- b. Actively promote vaccination for all eligible students and staff.

# THE ROAD FORWARD

---

## Appendix B

### Communication with the Local Health Department

The school district may include in Appendix B the locally developed protocols to:

- a. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.

# THE ROAD FORWARD

---

## Appendix C

### Mask Wearing Protocol

The school district shall include in Appendix C the locally developed protocols to:

- a. Address all mandatory Orders regarding the use of masks in schools.

# THE ROAD FORWARD

---

## Appendix D

### Physical Distancing and Cohorting Protocols

The school district may include in Appendix D the locally developed protocols to:

- a. Implement physical distancing measures as an effective COVID-19 prevention strategy.
  - (1) Maintaining three feet of distance between students in classroom settings.
  - (2) Consider structural interventions within classrooms to aid with social distancing.
  - (3) Outside of the classroom, a school district should consider approaches to implement physical distancing.
- b. Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.

# THE ROAD FORWARD

---

## Appendix E

### Hand Hygiene and Respiratory Etiquette Protocols

The school district may include in Appendix E the locally developed protocols to:

- a. Teach and reinforce hand washing.
- b. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
- c. Maintain adequate hand hygiene and respiratory etiquette supplies.

# THE ROAD FORWARD

---

## Appendix F

### Provision of Meals

The school district may include in Appendix F the locally developed protocols to:

- a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.

# THE ROAD FORWARD

---

## Appendix G

### Transportation Protocols

The school district shall include in Appendix G the locally developed protocols to:

- a. Address the use of masks on school buses.

The school district may include in Appendix G the locally developed protocols to:

- a. Address mitigation strategies to reduce the risk of infection on a school bus.

# THE ROAD FORWARD

---

## Appendix H

### Cleaning, Disinfection, and Airflow

The school district may include in Appendix H the locally developed protocols to:

- a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys at least daily.
- b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.



# THE ROAD FORWARD

---

## Appendix I

### Screening, Exclusion, and Response to Symptomatic Students and Staff Members

The school district may include in Appendix I the locally developed protocols to:

- a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

# THE ROAD FORWARD

---

## **Appendix J**

### **Contact Tracing**

The school district may include in Appendix J the locally developed protocols to:

- a. Identify school-based close contacts of positive COVID-19 cases in the school.
- b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

# THE ROAD FORWARD

---

## Appendix K

### Testing

The school district may include in Appendix K the locally developed protocols to:

- a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.
- b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.

# THE ROAD FORWARD

---

## Appendix L

### Student and Staff Member Travel

The school district may include in Appendix L the locally developed protocols to:

- a. Follow the recommended CDC guidelines for student and staff member travel out-of-State.

## **Teaneck Public Schools**

Public Work Session

September 1, 2021

Finance and Budget - 1.

that the Board approve the attached list of virtual Professional Development for the staff indicated for professional improvement or development, as approved by the Superintendent (District funded \$0) (Grant Funded \$599) total cost of \$599.00.

### Explanation:

NJDOE requires approval by the Superintendent and the Board of Education for attendance at and reimbursement for seminars and conferences.

### **ATTACHMENTS:**

Description

Type

Professional Dev.

Cover Memo

---

**Professional Development**

---

**Name:** Iris Hernandez, Janine Lawlor, Ilona Szewczyk

**School or Department:** Various

**Conference/Seminar/Workshop:** Handle with Care Conference (RegionV)

**Location:** River Edge, NJ

**Dates:** 9/27/2021

**Estimated Cost:** \$.00

**Explanation:** This course provides certification required to train in district staff with measures for verbal de-escalation, physical interventions, crisis situations, etc.

---

**Name:** Felicia Vinpa

**School or Department:** Theodora Smiley-Lacey School/ Speech

**Conference/Seminar/Workshop:** Introduction to Prompt

**Location:** Virtual

**Dates:** 10/04, 10/12, and 10/20/2021

**Estimated Cost:** \$599.00 (Grant funded)

**Explanation:** PROMPT therapy is a multidimensional approach to speech production disorders. This is a program to develop motor skills in the development of language for interaction.

---

## **Teaneck Public Schools**

Public Work Session

September 1, 2021

Finance and Budget - 2.

that the Board approve the attached list of Student Field Trips, as approved by the Superintendent (FORUM Grant Funded \$0) and (District Funded \$0) (Parent Funded \$1,079.00) total cost \$1,079.00.

### Explanation:

NJDOE requires approval by the Superintendent and the Board of Education for attendance at and payment for student field trips.

### **ATTACHMENTS:**

Description

Type

C&I Field Trips Sept 2021

Cover Memo

---

**Field Trips**

---

Name: Brittany Rhodie, Todd Murphy  
School or Department: Teaneck High School  
Trip Planned: Crossroads Theatre Company  
Location: New Brunswick, New Jersey 30 Students  
Date(s): October 6, 2021 Depart: 9:30 am Return: 3:00 pm  
Estimated Cost: \$1,079.00- Substitute Required (Parent Funded)  
EXPLANATION: Theatre students in grades 9-12 will attend a matinee and tour a professional theatre company.

---



## Teaneck Public Schools

Public Work Session

September 1, 2021

Finance and Budget - 3.

that the Board approve the attached list of Student Fundraising activities by school.

### Explanation:

Proposed fundraising activities are approved by the Board.

### **ATTACHMENTS:**

Description

Student Fundraising

Type

Cover Memo

---

**Fundraising Activities by School**

---

School or Department: Teaneck High School  
Fundraising Activity: Apparel Merchandise Sale  
Sponsoring Organization: Activism Club  
Name of sponsors: Mary Joyce Laqui - Staff  
Participants: Activism Club  
Location(s): Online Platform teespring.com  
Date(s): May 13, 2021 - June 17, 2021  
Estimated funds to be raised by this activity: \$500  
Funds to sponsoring organization: 100%

EXPLANATION: The funds will be used to purchase supplies for BLM mural, gifts for student artist and future club needs.

---

## **Teaneck Public Schools**

Public Work Session

September 1, 2021

Personnel - 3.

that Board approve the attached list renewing substitute teachers for the 2021-2022 school year.

### Explanation:

The Board approves the renewal of substitute teachers each school year.

### **ATTACHMENTS:**

Description

Type

Sub Renewal List 2021-2022

Cover Memo

**TEANECK PUBLIC SCHOOLS  
PER-DIEM SUBSTITUTE RENEWALS  
2021-2022 SCHOOL YEAR**

| <u>ID NUMBER</u> | <u>LAST NAME</u> | <u>FIRST NAME</u> |
|------------------|------------------|-------------------|
| 3590             | BALDERA          | CLAUDELINA        |
| 5389             | BERNSTEIN        | ROBIN             |
| 0457             | BERTOLLO         | PATRICK K         |
| 5180             | COHEN            | DALIA             |
| 3897             | DAIS             | WILLIAM           |
| 4206             | DIRENZO          | JOHN              |
| 4999             | DURANT           | JACLYN            |
| 5186             | FEIMSTER         | CASSANDRA         |
| 5397             | FRANCESE         | ERIK              |
| 5020             | GERGES           | MARIANNE          |
| 3613             | GILCHRIST        | ERIC              |
| 4358             | GIOVANETTI       | AMY               |
| 5371             | HEBOVIJA         | ELVA              |
| 5150             | HEWLETT-THOMAS   | ELSIE             |
| 2287             | JARVIS           | REBECCA           |
| 0405             | LEE              | MILDRED           |
| 3853             | LOCASCIO         | AMELIA            |
| 3127             | MC CONVILLE      | JUDITH            |
| 0248             | ODOOD            | NINA              |
| 5184             | PECHULIS         | MARITA            |
| 3152             | PORTELLI         | ANGELA            |
| 1643             | RONEY            | ANDREW            |
| 2479             | SCHWARTZ         | BENJAMIN          |
| 3618             | SUSSMAN          | KENNETH           |
| 1011             | TARADASH         | ELISE C.          |
| 5175             | WILLIAMS         | TYLER             |
| 3620             | ZAFFT            | NANCY             |