

Starting date 6/1/2019 Ending date 6/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001090 H	06/20/19		Y329	JOSHUA TOURS	\$824.00
010890 H	06/11/19		6380	MEDIEVAL TIMES DINNER & TOURNAMENT	\$36.95
010930	06/24/19		A508	AMBUTER; CHERWYN	\$350.00
010940 H	06/26/19		Y329	JOSHUA TOURS	\$858.00
021125 V	05/28/19	06/19/19	4244	SPORTDECALS, INC.	(\$81.97)
021129 V	06/07/19	06/24/19	C939	DAMMANN; EILEEN	
021130	06/07/19		1902	HAPPINESS IS CAMPING	\$27,250.00
021131	06/07/19		1003	NASCO	\$30.40
021132	06/07/19		2476	ORIENTAL TRADING CO.	\$322.59
021133	06/07/19		2070	STANS SPORTS CENTER	\$3,451.00
021134	06/07/19		1838	THE VENETIAN	\$17,440.00
021135	06/07/19		4236	TOY; KATHY W.	\$53.10
021136	06/11/19		1902	HAPPINESS IS CAMPING	\$700.00
021137 V	06/11/19	06/17/19	1901	SADDLE RIVER TOURS	
021138	06/11/19		1851	SCE EVENT GROUP	\$1,599.68
021139	06/14/19		J656	BROOKSIDE RACQUET AND SWIM CLUB	\$624.00
021140	06/14/19		1901	SADDLE RIVER TOURS	\$1,900.00
021142	06/17/19		1901	SADDLE RIVER TOURS	\$2,685.00
021143	06/20/19		X932	ABBATTISTA; JOHN	\$150.00
021144	06/20/19		G864	ALFICRI, ART	\$150.00
021145	06/20/19		1991	BERGEN TRACK & FIELD	\$1,522.20
021146	06/20/19		E970	BLUNDO, JOE	\$150.00
021147	06/20/19		K842	CASTIGLIONE, BILL	\$150.00
021148	06/20/19		V173	EAST COAST ATHLETICS	\$900.00
021149	06/20/19		I564	GRIFFONI, ROGER	\$120.00
021150	06/20/19		Y329	JOSHUA TOURS	\$3,540.00
021151	06/20/19		1559	LEISURE SPORTING GOODS	\$448.75
021152	06/20/19		O972	MITCHELL, AL	\$150.00
021153	06/20/19		A701	RE; JOE	\$120.00
021154	06/20/19		X906	RED NOSE DAY FUN	\$200.00
021155	06/20/19		I639	SPADAFINO, THOMAS	\$150.00
021156	06/20/19		4244	SPORTDECALS, INC.	\$81.97
021157	06/20/19		O665	STONY HILL INN	\$1,000.00
021158	06/20/19		4646	ZIEMBA; JOHN	\$200.00
021160	06/21/19		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC	\$1,038.00
021161	06/21/19		2846	HEIGHTS FLOWER SHOPPE	\$1,500.00
021162	06/21/19		1579	SCHOOL SPECIALTY, INC.	\$290.70
021163	06/21/19		1401	SCHOOL SPECIALTY/SAX ARTS	\$249.12
021164	06/21/19		2476	ORIENTAL TRADING CO.	\$255.67

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021165 V	06/21/19	06/21/19	2606	SICKELS; MICHAEL	
021166	06/24/19		8844	BAUER SPORTS SHOP	\$1,584.00
021167	06/24/19		Y329	JOSHUA TOURS	\$1,648.00
021168	06/24/19		4429	TYCO TEES	\$96.00
021171	06/24/19		C939	DAMMANN; EILEEN	\$250.00
021177	06/24/19		N197	LONG BRANCH REC WRESTLING CLUB	\$650.00
021178	06/24/19		0844	HERFF JONES	\$6,764.25
062232 V	05/23/19	06/03/19	0715	HOLY TRINITY LUTHERAN	(\$3,249.00)
062297	06/03/19		1701	ALPINE LEARNING GROUP, INC.	\$10,851.50
062298	06/03/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$63,166.13
062299	06/03/19		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$65,227.30
062300	06/03/19		1891	BERGENFIELD BOARD OF EDUCATION	\$20,291.37
062301	06/03/19		1505	DAVID GREGORY SCHOOL, INC.	\$10,371.62
062302	06/03/19		9049	ENGLEWOOD PUBLIC SCHOOL DISTRICT	\$400.00
062303	06/03/19		1480	FORUM SCHOOL	\$7,887.22
062304	06/03/19		4338	HIGH POINT SCHOOL OF BERGEN COUNTY	\$12,552.99
062305	06/03/19		0874	LEONIA BOARD OF EDUCATION	\$61,066.00
062306	06/03/19		1358	RIDGEFIELD BOARD OF EDUCATION	\$24,324.88
062307	06/03/19		1069	RINGWOOD BOARD OF EDUCATION	\$85,563.00
062308	06/03/19		2322	SOUTH BERGEN JOINTURE COMM.	\$119,741.18
062309	06/03/19		1913	PHOENIX ADVISORS, LLC	\$850.00
062310	06/05/19		0127	BCCA	\$720.00
062311	06/05/19		U651	BCWCA	\$120.00
062312	06/07/19		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$282.40
062313	06/07/19		1435	PHILLIPS SPORTS, LLC	\$17,377.00
062315	06/10/19		4835	NEW JERSEY EZ PASS CUSTOMER SERVICE	\$1,000.00
062318 H	06/17/19		6351	COSTCO	\$398.57
062319	06/17/19		G826	FUN GHOUL COSTUME COMPANY	\$1,050.00
062320	06/18/19		9024	CABLEVISION LIGHTPATH	\$5,674.84
062321	06/18/19		0132	A.N.D.SERVICES, INC.	\$744.94
062322	06/18/19		3021	A.T. & T	\$121.83
062323	06/18/19		0075	AMERICAN PAPER & SUPPLY COMPANY	\$3,110.20
062324	06/18/19		1173	AMOROSI; JOHN M.	\$150.00
062325	06/18/19		2486	ATLANTIC BUSINESS PRODUCTS	\$156.00
062326	06/18/19		5171	ATLANTIC BUSINESS PRODUCTS	\$3,689.36
062327	06/18/19		0129	ATRA JANITORIAL SUPPLY COMPANY INC.	\$4,154.25
062328	06/18/19		1845	BADRE, JEFF	\$400.00
062329	06/18/19		0339	BARCHINI, VINCENT	\$350.00
062330 V	06/18/19	06/18/19		00.0 \$ Multi Stub Void	

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062331	06/18/19		1627	BAYADA HOME HEALTH CARE, INC.	\$11,454.00
062332	06/18/19		3794	BERGEN TRACK ASSOCIATION	\$1,168.00
062333	06/18/19		1872	BONNIE BRAE	\$1,394.94
062334	06/18/19		1770	BSN SPORTS LLC/VARSITY BRANDS HOLDING CO	\$518.92
062335	06/18/19		4141	BUEHLER CHALLENGER & SCIENCE CENTER	\$4,200.00
062336	06/18/19		0250	BUREAU OF ED. & RESEARCH	\$269.00
062337	06/18/19		4336	CABLEVISION	\$195.45
062338	06/18/19		9024	CABLEVISION LIGHTPATH	\$7,240.84
062339	06/18/19		1487	CCL THERAPY, LLC	\$9,476.25
062340	06/18/19		0432	COLANGELO, JOSEPH	\$450.00
062341	06/18/19		2878	COLONIAL SPRINKLER & LIGHTING	\$410.50
062342	06/18/19		D328	CONRAD, JEANINE	\$600.00
062343	06/18/19		1427	COSKEYS ELECTRONIC SYSTEMS INC.	\$262.50
062344	06/18/19		O715	CRISIS PREVENTION INSTITUTE, INC	\$3,249.00
062345	06/18/19		5126	CROWN TROPHY	\$30.54
062346	06/18/19		0976	DAMICO, FRANK	\$300.00
062347	06/18/19		1455	DEBONIS, NICOLE	\$300.00
062348	06/18/19		0730	DIRECT ENERGY BUSINESS	\$27,276.89
062349	06/18/19		Q813	EDUCATIONAL SERVICES COMMISSION OF NJ	\$465.75
062350	06/18/19		5010	EI ASSOCIATES	\$3,000.00
062351	06/18/19		L383	FILE BANK INC	\$540.05
062352	06/18/19		0352	FRIDMAN, ESTHER, M.D.	\$600.00
062353	06/18/19		2255	FUN FIT THERAPY LLC	\$3,092.50
062354	06/18/19		2748	GRAINGER	\$235.20
062355	06/18/19		1932	GUITAR CENTER	\$210.99
062356	06/18/19		1506	HERZ, MARDIA	\$3,500.00
062357	06/18/19		0716	HOME DEPOT	\$2,343.04
062358	06/18/19		C131	IN-LINE AIR CONDITIONING CO, INC	\$23,168.53
062359	06/18/19		0865	INVO HEALTHCARE ASSOC, LLC	\$9,064.00
062360	06/18/19		4251	J & B LOCK & ALARM	\$42.22
062361	06/18/19		1608	JOHNNY ON THE SPOT	\$339.10
062362	06/18/19		Y329	JOSHUA TOURS	\$276.00
062363	06/18/19		2642	KARL ENVIRONMENTAL GROUP	\$14,345.00
062364	06/18/19		7385	MACHADO LAW GROUP, LLC	\$13,949.60
062365	06/18/19		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$13,019.81
062366	06/18/19		4579	MASTROPIETRO, JOSEPH	\$400.00
062367	06/18/19		0626	MEDCO SUPPLY COMPANY	\$360.73
062368	06/18/19		4644	MESSERY, DINA	\$50.00
062369	06/18/19		1016	METRO FIRE & SAFETY CO.	\$10,700.00

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062370	06/18/19		0514	MIHALITSIANOS, GERASIMOS	\$100.00
062371	06/18/19		1584	NAPA AUTO PARTS	\$22.46
062372	06/18/19		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$682.42
062373	06/18/19		P609	NATIONAL SAFETY/COMPLIANCE	\$233.00
062374	06/18/19		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$1,200.00
062375	06/18/19		4250	NJ PRINCIPALS & SUPVSR'S ASSOC	\$149.00
062376	06/18/19		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$405.00
062377	06/18/19		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$113.00
062378	06/18/19		0646	PERENNIAL SERVICES, LLC	\$1,450.00
062379	06/18/19		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
062380	06/18/19		2328	PSE & GCO	\$20,067.22
062381	06/18/19		5556	R&J CONTROL, INC.	\$175.00
062382	06/18/19		2480	RAMARAJ, BABU	\$106.50
062383	06/18/19		1358	RIDGEFIELD BOARD OF EDUCATION	\$990.00
062384	06/18/19		0830	SCHMARAK, JUSTIN	\$300.00
062385	06/18/19		1579	SCHOOL SPECIALTY, INC.	\$234.70
062386	06/18/19		4360	SCUILLA; MICHAEL	\$300.00
062387	06/18/19		0800	SHAW'S COMPLETE SECURITY	\$1,774.75
062388	06/18/19		2024	SHERWIN WILLIAMS CO.	\$378.68
062389	06/18/19		J877	ST. PETERS UNIVERSITY	\$165.00
062390	06/18/19		2070	STANS SPORTS CENTER	\$118.00
062391	06/18/19		2775	STAPLES ADVANTAGE	\$385.69
062392	06/18/19		L336	STAPLES CONTRACT & COMMERCIAL INC	\$74.52
062393	06/18/19		A588	STAPLES TECHNOLOGY SOLUTIONS	\$770.30
062394	06/18/19		1846	STEIMEL, DEBORAH	\$350.00
062395	06/18/19		0639	SUEZ WATER OF NEW JERSEY	\$1,485.44
062396	06/18/19		0945	THE READING & WRITING PROJECT NETWORK	\$15,496.52
062397	06/18/19		E355	TRAFFICE SAFETY SERVICE, LLC	\$3,839.00
062398	06/18/19		2801	TREE-LAND NURSERY	\$3,275.00
062399	06/18/19		5263	TROXELL COMMUNICATINS, INC	\$291.00
062400	06/18/19		4115	VAN DINE MOTORS, INC.	\$1,862.75
062401	06/18/19		4454	VERIZON	\$2,396.28
062402	06/18/19		2588	VERIZON WIRELESS	\$286.89
062403	06/18/19		2174	WALLINGTON PLUMBING	\$146.03
062404	06/18/19		1870	WAPPINGERS FALLS SHOPPER/SCHOOL PAPER EX	\$3,475.00
062405	06/18/19		I856	ZOLNIER GRADUATE SUPPLY LLC	\$511.50
062406	06/20/19		2049	ANDOLENA; CAROL	\$285.76
062407	06/20/19		1216	BISCHOFF; MICHELLE	\$570.00
062408	06/20/19		0426	DINGERTOPADRE; MARIA	\$1,200.00

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062409	06/20/19		0730	DIRECT ENERGY BUSINESS	\$2,341.09
062410	06/20/19		U270	GRIBBIN, JANINE	\$50.00
062411	06/20/19		1555	IMPALLI, EDNA	\$554.99
062412	06/20/19		3020	MASCHIO'S FOOD SERVICE, INC.	\$105,548.97
062413	06/20/19		6697	MASTBETH, JOSEPH	\$1,200.00
062415	06/20/19		0017	HELFANT, MATTHEW	\$200.00
062416 V	06/20/19	06/21/19	2606	SICKELS; MICHAEL	
062417	06/20/19		4610	SIMMONS; LINDA	\$100.00
062418	06/20/19		0119	TURTLE BACK ZOO	\$610.00
062419	06/21/19		0949	CARRERA, ROSARIO	\$1,850.00
062420	06/21/19		2606	SICKELS; MICHAEL	\$300.00
062421	06/25/19		3021	A.T. &T	\$144.08
062422	06/25/19		4336	CABLEVISION	\$105.55
062423	06/25/19		0730	DIRECT ENERGY BUSINESS	\$735.73
062424	06/25/19		0372	STATE OF NEW JERSEY	\$618.00
062425	06/25/19		0639	SUEZ WATER OF NEW JERSEY	\$2,562.25
062426	06/25/19		4454	VERIZON	\$135.63
062427	06/25/19		0311	SUCCESS ADVERTISING,INC	\$695.89
062428	06/26/19		4137	K & J ACCESSORIES, INC	\$18,768.50
062429	06/26/19		2388	4 DIAMOND TRANSPORTATION LLC	\$6,199.00
062430	06/26/19		7511	BOW TIE CINEMA LLC	\$560.00
062432	06/30/19		1701	ALPINE LEARNING GROUP, INC.	\$6,412.25
062433	06/30/19		5171	ATLANTIC BUSINESS PRODUCTS	\$2,395.13
062434	06/30/19		1627	BAYADA HOME HEALTH CARE, INC.	\$3,641.75
062435	06/30/19		2347	BEHAVIOR INTERVENTION RESOURCES	\$925.00
062436	06/30/19		4591	BERGEN ACADEMIES AUDITORIUM	\$1,152.00
062437	06/30/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$29,334.40
062438	06/30/19		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$80,574.90
062439	06/30/19		1891	BERGENFIELD BOARD OF EDUCATION	\$10,777.35
062440	06/30/19		1770	BSN SPORTS LLC/VARSITY BRANDS HOLDING CO	\$125.49
062441	06/30/19		2463	CARE PLUS NJ, INC	\$100.00
062442	06/30/19		610	CIRACO, LISA	\$90.58
062443	06/30/19		D328	CONRAD, JEANINE	\$600.00
062444	06/30/19		1427	COSKEYS ELECTRONIC SYSTEMS INC.	\$34,610.00
062445	06/30/19		X619	EDENS TECHNOLOGIES, LLC	\$599.00
062446	06/30/19		9049	ENGLEWOOD PUBLIC SCHOOL DISTRICT	\$400.00
062447	06/30/19		1480	FORUM SCHOOL	\$5,019.14
062448	06/30/19		1661	GALLERIA CLASSICA	\$180.00
062449	06/30/19		4316	HEALY AWARDS, INC.	\$1,181.54

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062450	06/30/19		2697	HENRY SCHEIN, INC.	\$1,276.38
062451	06/30/19		0716	HOME DEPOT	\$2,923.69
062452	06/30/19		C131	IN-LINE AIR CONDITIONING CO, INC	\$4,702.96
062453	06/30/19		Y329	JOSHUA TOURS	\$1,070.00
062454	06/30/19		N674	JOSTENS	\$21.07
062455 V	06/30/19	06/30/19	4037	JOSTENS DIPLOMA PRODUCT COORDINATOR	
062456	06/30/19		M158	MARY A DOBBINS SCHOOL	\$1,367.08
062457	06/30/19		3020	MASCHIO'S FOOD SERVICE, INC.	\$1,495.00
062458	06/30/19		0626	MEDCO	\$119.44
062459	06/30/19		8173	MUSIC AND ARTS	\$4,277.25
062460	06/30/19		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$600.00
062461	06/30/19		3096	NJSIAA	\$240.00
062462	06/30/19		2476	ORIENTAL TRADING CO.	\$412.65
062463	06/30/19		0445	PASQUALONE, REGINA	\$663.75
062464	06/30/19		2103	POCONO PROFOODS	\$653.00
062465	06/30/19		2155	QUEST DIAGNOSTICS	\$57.33
062466	06/30/19		1358	RIDGEFIELD BOARD OF EDUCATION	\$34,982.00
062467	06/30/19		Y356	RUTGERS UBHC	\$225.00
062468	06/30/19		2000	SCHOOL HEALTH CORP.	\$435.54
062469	06/30/19		2322	SOUTH BERGEN JOINTURE COMM.	\$80,511.14
062470	06/30/19		2775	STAPLES ADVANTAGE	\$878.34
062471	06/30/19		1846	STEIMEL, DEBORAH	\$42.63
062472	06/30/19		2083	STORR TRACTOR CO.	\$96.52
062473	06/30/19		2588	VERIZON WIRELESS	\$277.91
062474	06/30/19		0526	WAGE WORKS INC	\$55.25
062475	06/30/19		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR	\$1,755.12
062819 H	06/27/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$97,809.00
062919 H	06/27/19		2584	STATE OF NJ	\$6,858.00
063019 H	06/27/19		5581	COMMISSION FOR THE BLIND	\$1,900.00
063119	06/30/19		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,965,789.80
063219 H	06/27/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$44,265.86
063319 H	06/27/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$98,946.63
064019 H	06/30/19		4625	PETTY CASH/BOARD OF EDUCATION	\$1,553.45
064219 H	06/30/19		0271	PRUDENTIAL RETIREMENT(DCRP)	\$3,664.80
064519 V	06/30/19	06/30/19	1170	STATE OF NEW JERSEY	
064619 H	06/30/19		0007	HASBROUCK HEIGHTS BD OF ED	\$48,000.00
064716 H	06/30/19		1170	STATE OF NEW JERSEY	\$84,344.00
108800	06/07/19		6380	MEDIEVAL TIMES DINNER & TOURNAMENT	\$5.99
109200 H	06/24/19		1873	BILL OSHEAS FLORIST	\$29.95

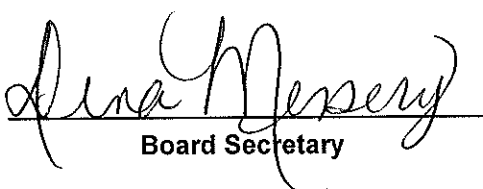
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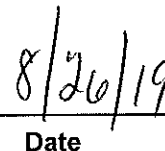
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110300 H	06/30/19		1873	BILL OSHEAS FLORIST	\$52.71
110400 V	11/30/18	06/24/19	1873	BILL OSHEAS FLORIST	(\$52.71)
608190 H	06/07/19		1159	STATE OF NJ HEALTH BENEFITS	\$411,214.36
623140	06/07/19		1150	DELTA DENTAL	\$24,614.72
624140	06/20/19		9042	GIANCASPRO, VALERIE	\$50.00
624900 V	06/30/19	06/30/19	1555	IMPALLI, EDNA	
625810 V	06/30/19	06/30/19	1579	SCHOOL SPECIALTY, INC.	
902572	06/11/19		1881	NATIONAL SCHOLASTIC PRESS ASSOC	\$218.00

Fund Totals

10	General Funds	\$98,946.63
11	GENERAL FUND	\$3,552,155.65
12	Capital Outlay	\$28,626.50
20	Special Revenue Fund	\$140,136.82
30	Capital Projects Fund	\$0.00
60	Enterprise Fund	\$183,609.62
95	STUDENT ACTIVITY	\$81,437.35
Total for all checks listed		\$4,084,912.57

Prepared and submitted by:


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$3,664,545.05
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$631,669.63	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$631,669.63

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$4,296,214.68

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$552,493.67
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$552,493.67

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$614,994.20
761	Capital reserve account - July	\$1,474,972.99	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$1,474,972.99
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$200,000.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$964,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$3,254,471.19
	Unappropriated:		
770	Fund balance, July 1		\$489,249.82
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$3,743,721.01
	Total liabilities and fund equity		<u>\$4,296,214.68</u>

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,474,972.99)	\$1,474,972.99
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,474,972.99)</u>	<u>\$1,474,972.99</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$200,000.00)	\$200,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,674,972.99)</u>	<u>\$1,674,972.99</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,674,972.99)</u>	<u>\$1,674,972.99</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1,474,972.99)</u>	<u>\$1,474,972.99</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	29,586,648	(171,840)	29,414,808	29,526,933		(112,125)
00520	SUBTOTAL – Revenues from State Sources	1,790,444	978,788	2,769,232	2,500,974	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	24,154	0	24,154	4,377	Under	19,777
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		31,401,746	806,948	32,208,694	32,032,284		176,410

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		355,910	(41,997)	313,913	294,033	552	19,328
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,592,526	175,734	9,768,260	9,709,302	31,986	26,971
10300	Total Special Education - Instruction	3,193,444	129,442	3,322,886	3,305,776	0	17,110
11160	Total Basic Skills/Remedial – Instruct.	209,561	(105,886)	103,675	103,675	0	0
12160	Total Bilingual Education – Instruction	140,512	5,464	145,976	145,975	0	1
17100	Total School-Sponsored Co/Extra Curricul	219,285	(14,259)	205,026	198,519	0	6,507
17600	Total School-Sponsored Athletics – Instr	495,892	60,650	556,542	555,988	0	554
29180	Total Undistributed Expenditures - Instr	2,546,265	34,730	2,580,995	2,528,450	0	52,545
29680	Total Undistributed Expenditures – Atten	114,824	7,243	122,067	120,064	0	2,003
30620	Total Undistributed Expenditures – Healt	292,677	20,173	312,850	296,250	0	16,600
40580	Total Undistributed Expend – Speech, OT,	1,251,626	(109,217)	1,142,409	1,010,530	90	131,789
41080	Total Undist. Expend. – Other Supp. Serv	491,626	(3,648)	487,978	485,854	0	2,124
41660	Total Undist. Expend. – Guidance	404,535	94,759	499,294	496,534	0	2,760
42200	Total Undist. Expend. – Child Study Team	817,645	8,637	826,282	804,763	129	21,390
43200	Total Undist. Expend. – Improvement of I	136,212	0	136,212	132,061	0	4,151
43620	Total Undist. Expend. – Edu. Media Serv.	354,216	(10,860)	343,356	322,531	0	20,825
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	2,179	0	5,821
45300	Support Serv. - General Admin	571,102	8,515	579,617	557,894	0	21,722
46160	Support Serv. - School Admin	1,144,199	60,612	1,204,811	1,193,016	53	11,743
47200	Total Undist. Expend. – Central Services	386,500	(5,117)	381,383	366,077	1,141	14,166
47620	Total Undist. Expend. – Admin. Info. Tec	168,193	17,503	185,696	181,568	0	4,128
51120	Total Undist. Expend. – Oper. & Maint. O	2,519,324	1,294,897	3,814,221	3,116,488	562,275	135,457
52480	Total Undist. Expend. – Student Transpor	814,888	(13,809)	801,079	786,674	0	14,405
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,638,070	(383,238)	5,254,832	5,153,085	0	101,747
75880	TOTAL EQUIPMENT	20,466	109,811	130,277	111,228	18,769	280
76260	Total Facilities Acquisition and Constr	66,858	64,666	131,524	131,524	0	0
Total		31,954,356	1,404,805	33,359,161	32,110,038	614,994	634,128

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		29,408,865	(171,840)	29,237,025	29,237,321		(296)
00190	10-1300	Total Tuition		0	0	0	43,412		(43,412)
00260	10-1910	Rents and Royalties		48,000	0	48,000	500	Under	47,500
00300	10-1___	Unrestricted Miscellaneous Revenues		126,983	0	126,983	245,700		(118,717)
00340	10-1___	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		143,130	0	143,130	143,130		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00460	10-3176	Equalization Aid		327,579	280,070	607,649	607,649		0
00470	10-3177	Categorical Security Aid		53,561	131,947	185,508	185,508		0
00500	10-3___	Other State Aids		997,916	566,771	1,564,687	1,564,687		0
00540	10-4200	Medicaid Reimbursement		24,154	0	24,154	4,377	Under	19,777
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				31,401,746	806,948	32,208,694	32,032,284		176,410

Expenditures:

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				355,910	(41,997)	313,913	294,033	552	19,328
02080	11-110-___-101	Kindergarten – Salaries of Teachers		445,740	11,495	457,235	457,235	0	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		2,981,048	110,512	3,091,560	3,072,252	0	19,308
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,939,073	(98,284)	1,840,789	1,840,788	0	1
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,384,169	(118,643)	3,265,526	3,264,823	0	703
02160	11-140-___-101	Salaries of Teachers		31,500	395	31,895	31,895	0	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		99,000	(8,400)	90,600	89,071	0	1,529
03040	11-190-1___-340	Purchased Technical Services		230,380	88,863	319,243	319,243	0	0
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		226,616	(8,207)	218,409	215,344	0	3,065
03080	11-190-1___-610	General Supplies		188,000	249,062	437,062	403,158	31,986	1,919
03100	11-190-1___-640	Textbooks		60,000	(59,955)	45	0	0	45
03120	11-190-1___-8___	Other Objects		7,000	8,895	15,895	15,493	0	402
04500	11-204-100-101	Salaries of Teachers		131,618	4,412	136,030	136,030	0	0
04520	11-204-100-106	Other Salaries for Instruction		90,790	(19,035)	71,755	68,493	0	3,262
04600	11-204-100-610	General Supplies		1,000	0	1,000	0	0	1,000
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,161,745	101,717	2,263,462	2,263,461	0	1
07020	11-213-100-106	Other Salaries for Instruction		388,159	91,671	479,830	479,794	0	36
07100	11-213-100-610	General Supplies		8,000	(252)	7,748	1,517	0	6,231
07140	11-213-100-8___	Other Objects		500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers		166,152	(28,507)	137,645	137,182	0	463
08520	11-216-100-106	Other Salaries for Instruction		113,488	(22,164)	91,324	91,324	0	0
08600	11-216-100-6___	General Supplies		4,000	0	4,000	1,236	0	2,764
09260	11-219-100-101	Salaries of Teachers		55,000	8,300	63,300	63,300	0	0
09500	11-221-100-101	Salaries of Teachers		28,325	398	28,723	28,722	0	1
09540	11-221-100-106	Other Salaries for Instruction		18,667	(2,098)	16,569	16,343	0	226
09560	11-221-100-320	Purchased Professional-Educational Servi		25,000	(6,245)	18,755	17,706	0	1,049

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
09660	11-221-100-8__	Other Objects	0	1,245	1,245	667	0	578
11000	11-230-100-101	Salaries of Teachers	209,561	(105,886)	103,675	103,675	0	0
12000	11-240-100-101	Salaries of Teachers	139,212	5,212	144,424	144,424	0	0
12100	11-240-100-610	General Supplies	1,100	452	1,552	1,551	0	1
12120	11-240-100-640	Textbooks	200	(200)	0	0	0	0
17000	11-401-100-1__	Salaries	202,785	(11,799)	190,986	187,907	0	3,079
17040	11-401-100-6__	Supplies and Materials	12,000	(2,460)	9,540	6,512	0	3,028
17060	11-401-100-8__	Other Objects	4,500	0	4,500	4,100	0	400
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	332,768	11,799	344,567	344,567	0	1
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	8,845	53,845	53,845	0	0
17540	11-402-100-6__	Supplies and Materials	86,124	36,508	122,632	122,490	0	142
17560	11-402-100-8__	Other Objects	32,000	3,498	35,498	35,087	0	411
29020	11-000-100-562	Tuition to Other LEAs within the State -	731,245	57,792	789,037	775,840	0	13,197
29040	11-000-100-563	Tuition to County Voc. School District-R	450,359	29,028	479,387	469,755	0	9,632
29060	11-000-100-564	Tuition to County Voc. School District-S	224,991	(8,680)	216,311	216,000	0	311
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	558,645	(183,520)	375,125	375,125	0	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	503,572	135,236	638,808	609,403	0	29,405
29160	11-000-100-569	Tuition – Other	77,453	4,874	82,327	82,327	0	0
29500	11-000-211-1__	Salaries	114,824	7,243	122,067	120,064	0	2,003
30500	11-000-213-1__	Salaries	243,177	0	243,177	233,010	0	10,167
30540	11-000-213-3__	Purchased Professional and Technical Ser	35,000	20,000	55,000	53,327	0	1,673
30580	11-000-213-6__	Supplies and Materials	11,000	(227)	10,773	6,438	0	4,335
30600	11-000-213-8__	Other Objects	3,500	400	3,900	3,474	0	426
40500	11-000-216-1__	Salaries	234,626	350	234,976	234,975	0	1
40520	11-000-216-320	Purchased Professional – Educational Ser	1,010,000	(109,166)	900,834	770,031	0	130,803
40540	11-000-216-6__	Supplies and Materials	7,000	(1,401)	5,599	4,632	0	967
40560	11-000-216-8__	Other Objects	0	1,000	1,000	892	90	18
41000	11-000-217-1__	Salaries	386,626	(51,084)	335,542	335,421	0	121
41020	11-000-217-320	Purchased Professional – Educational Ser	105,000	47,436	152,436	150,433	0	2,003
41500	11-000-218-104	Salaries of Other Professional Staff	403,035	94,759	497,794	495,874	0	1,920
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	500	(273)	227	0	0	227
41620	11-000-218-6__	Supplies and Materials	500	75	575	363	0	212
41640	11-000-218-8__	Other Objects	500	198	698	297	0	401
42000	11-000-219-104	Salaries of Other Professional Staff	708,466	(2,112)	706,354	685,311	0	21,043
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	104,679	2,848	107,527	107,526	0	1
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	3,334	3,834	3,834	0	0
42160	11-000-219-6__	Supplies and Materials	2,000	5,253	7,253	7,124	129	1
42180	11-000-219-8__	Other Objects	2,000	(686)	1,314	969	0	345
43020	11-000-221-104	Salaries of Other Professional Staff	130,712	0	130,712	130,608	0	104
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	218	0	2,782

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Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43180	11-000-221-8__ Other Objects	2,500	0	2,500	1,235	0	1,265
43500	11-000-222-1__ Salaries	333,516	(10,860)	322,656	321,833	0	823
43560	11-000-222-[4-5] Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__ Supplies and Materials	14,000	(100)	13,900	510	0	13,390
43600	11-000-222-8__ Other Objects	700	100	800	188	0	612
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	8,000	(610)	7,390	1,569	0	5,821
44160	11-000-223-8__ Other Objects	0	610	610	610	0	0
45000	11-000-230-1__ Salaries	279,211	306	279,517	279,516	0	1
45040	11-000-230-331 Legal Services	75,000	0	75,000	65,610	0	9,390
45060	11-000-230-332 Audit Fees	30,000	5,000	35,000	35,000	0	0
45120	11-000-230-340 Purchased Technical Services	19,050	9,855	28,905	28,904	0	0
45140	11-000-230-530 Communications/Telephone	61,242	3,369	64,611	63,415	0	1,196
45160	11-000-230-585 BOE Other Purchased Services	2,500	695	3,195	3,194	0	1
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	65,000	(7,985)	57,015	47,914	0	9,101
45200	11-000-230-610 General Supplies	7,000	(930)	6,070	4,371	0	1,699
45260	11-000-230-890 Miscellaneous Expenditures	18,849	(866)	17,983	17,983	0	0
45280	11-000-230-895 BOE Membership Dues and Fees	13,250	(929)	12,321	11,987	0	334
46000	11-000-240-103 Salaries of Principals/Assistant Princip	745,411	3,500	748,911	748,910	0	1
46020	11-000-240-104 Salaries of Other Professional Staff	126,548	196	126,744	126,743	0	1
46040	11-000-240-105 Salaries of Secretarial and Clerical Ass	214,240	56,416	270,656	267,122	0	3,534
46100	11-000-240-[4-5] Other Purchased Services (400-500 series	0	135	135	134	0	1
46120	11-000-240-6__ Supplies and Materials	38,000	5,403	43,403	40,175	53	3,176
46140	11-000-240-8__ Other Objects	20,000	(5,038)	14,962	9,932	0	5,030
47000	11-000-251-1__ Salaries	357,196	(21,000)	336,196	335,331	0	865
47020	11-000-251-330 Purchased Professional Services	0	850	850	850	0	0
47040	11-000-251-340 Purchased Technical Services	14,804	(1,753)	13,051	9,926	1,141	1,985
47060	11-000-251-592 Misc. Purch. Services (400-500 Series, O	0	1,378	1,378	1,378	0	0
47100	11-000-251-6__ Supplies and Materials	10,000	7,089	17,089	17,089	0	0
47120	11-000-251-831 Interest on Current Loans	0	10,488	10,488	(572)	0	11,060
47180	11-000-251-890 Other Objects	4,500	(2,169)	2,331	2,075	0	256
47500	11-000-252-1__ Salaries	95,193	(18,500)	76,693	75,031	0	1,662
47540	11-000-252-340 Purchased Technical Services	4,000	(2,000)	2,000	0	0	2,000
47560	11-000-252-[4-5] Other Purchased Services (400-500 series	34,250	0	34,250	34,185	0	65
47580	11-000-252-6__ Supplies and Materials	34,250	38,103	72,353	72,352	0	1
47600	11-000-252-8__ Other Objects	500	(100)	400	0	0	400
48500	11-000-261-1__ Salaries	101,903	2,159	104,062	104,062	0	0
48520	11-000-261-420 Cleaning, Repair, and Maintenance Servic	250,000	522,984	772,984	527,680	236,210	9,094
48540	11-000-261-610 General Supplies	15,000	2,575	17,575	17,574	0	1
48560	11-000-261-8__ Other Objects	500	0	500	0	0	500
49000	11-000-262-1__ Salaries	1,008,702	(58,350)	950,352	916,518	0	33,834
49060	11-000-262-420 Cleaning, Repair, and Maintenance Svc.	90,761	518,578	609,339	372,029	236,854	456

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49120	11-000-262-490	Other Purchased Property Services	33,000	(3,927)	29,073	25,481	0	3,592
49140	11-000-262-520	Insurance	131,572	8,580	140,152	140,152	0	0
49160	11-000-262-590	Miscellaneous Purchased Services	100,728	36,350	137,078	106,473	24,457	6,148
49180	11-000-262-610	General Supplies	150,000	58,774	208,774	169,018	39,756	0
49200	11-000-262-621	Energy (Natural Gas)	128,500	6,124	134,624	107,495	0	27,129
49220	11-000-262-622	Energy (Electricity)	264,200	(16,700)	247,500	195,849	0	51,651
49280	11-000-262-8__	Other Objects	15,104	4,400	19,504	19,138	0	366
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	45,700	118,835	164,535	138,672	24,999	864
50060	11-000-263-610	General Supplies	1,000	(950)	50	47	0	3
50080	11-000-263-8__	Other Objects	250	(250)	0	0	0	0
51000	11-000-266-1__	Salaries	77,672	2,569	80,241	80,241	0	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	63,000	45,350	108,350	108,350	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	40,482	28,665	69,147	67,504	0	1,643
51060	11-000-266-610	General Supplies	1,000	19,382	20,382	20,208	0	174
51080	11-000-266-8__	Other Objects	250	(250)	0	0	0	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -	32,025	2,975	35,000	33,642	0	1,358
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	30,211	(25,693)	4,518	4,517	0	1
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	0	14,000	13,188	0	812
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	2,652	0	2,652	0	0	2,652
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	70,000	(21,158)	48,842	46,663	0	2,179
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	55,000	(15,000)	40,000	37,204	0	2,796
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	600,000	45,067	645,067	645,067	0	0
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	6,208	0	3,792
52460	11-000-270-8__	Other objects	1,000	0	1,000	185	0	815
71020	11-000-291-220	Social Security Contributions	347,285	11,505	358,790	358,790	0	0
71060	11-000-291-241	Other Retirement Contributions - PERS	287,257	47,873	335,130	333,197	0	1,933
71140	11-000-291-250	Unemployment Compensation	30,000	(29,922)	78	0	0	78
71160	11-000-291-260	Workmen's Compensation	150,000	(41,694)	108,306	108,217	0	89
71180	11-000-291-270	Health Benefits	4,772,528	(411,242)	4,361,286	4,261,845	0	99,441
71200	11-000-291-280	Tuition Reimbursement	50,000	(8,732)	41,268	41,178	0	90
71220	11-000-291-290	Other Employee Benefits	1,000	48,974	49,974	49,858	0	116
73080	12-140-100-73__	Grades 9-12	0	27,451	27,451	27,451	0	1
75720	12-000-262-73__	Undist. Expend. - Custodial Services	0	68,330	68,330	49,561	18,769	1
75800	12-000-270-733	School Buses - Regular	20,466	1	20,467	20,466	0	1
75860	12-___-__00-73__	Special Schools (All Programs)	0	14,029	14,029	13,751	0	278
76080	12-000-400-450	Construction Services	60,000	64,666	124,666	124,666	0	0
76200	12-000-400-800	Other Objects	6,858	0	6,858	6,858	0	0
Total			31,954,356	1,404,805	33,359,161	32,110,038	614,994	634,128

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		(\$83,630.84)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$198,419.18	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$198,419.18

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$114,788.34

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank				(\$83,630.84)
411	Intergovernmental accounts payable - state				\$84,355.94
421	Accounts payable				\$19,305.19
431	Contracts payable				\$0.00
451	Loans payable				\$0.00
481	Deferred revenues				\$575.91
	Other current liabilities				\$10,551.30
	Total liabilities				\$114,788.34

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances				\$0.00
761	Capital reserve account - July		\$0.00		
604	Add: Increase in capital reserve		\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00		
309	Less: Bud. w/d cap. reserve excess costs		\$0.00		\$0.00
764	Maintenance reserve account - July		\$0.00		
606	Add: Increase in maintenance reserve		\$0.00		
310	Less: Bud. w/d from maintenance reserve		\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July		\$0.00		
607	Add: Increase in cur. exp. emer. reserve		\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve		\$0.00		\$0.00
762	Adult education programs				\$0.00
750-752,76x	Other reserves				\$0.00
601	Appropriations		\$0.00		
602	Less: Expenditures	\$0.00			
	Less: Encumbrances	\$0.00	\$0.00		\$0.00
	Total appropriated				\$0.00
	Unappropriated:				
770	Fund balance, July 1				\$0.00
771	Designated fund balance				\$0.00
303	Budgeted fund balance				\$0.00
	Total fund balance				\$0.00
	Total liabilities and fund equity				<u>\$114,788.34</u>

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	1,500	1,500	1,500		0
00745	Total Revenues from Local Sources	0	1,000	1,000	1,000		0
00770	Total Revenues from State Sources	295,600	11,796	307,396	307,396		0
00830	Total Revenues from Federal Sources	643,800	18,418	662,218	385,765	Under	276,453
Total		939,400	32,714	972,114	695,661		276,453

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	39,200	64,271	103,471	54,124	0	49,347
88000	Nonpublic Textbooks	16,300	(66)	16,234	15,344	0	890
88020	Nonpublic Auxiliary Services	110,100	(29,626)	80,474	70,077	0	10,397
88040	Nonpublic Handicapped Services	89,500	17,346	106,846	80,105	0	26,741
88060	Nonpublic Nursing Services	29,500	(12)	29,488	29,488	0	0
88080	Nonpublic Technology Initiative	11,000	(56)	10,944	10,216	0	728
88740	Total Federal Projects	643,800	(19,143)	624,657	546,690	0	77,967
Total		939,400	32,714	972,114	806,044	0	166,070

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	1,500	1,500	1,500		0
00740 20-1___ Other Revenue from Local Sources	0	1,000	1,000	1,000		0
00765 20-32__ Other Restricted Entitlements	295,600	11,796	307,396	307,396		0
00775 20-441[1-6] Title I	148,000	2,160	150,160	51,554	Under	98,606
00780 20-445[1-5] Title II	34,000	386	34,386	20,270	Under	14,116
00785 20-449[1-4] Title III	14,800	(397)	14,403	1,653	Under	12,750
00790 20-447[1-4] Title IV	10,000	0	10,000	0	Under	10,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	437,000	16,269	453,269	312,288	Under	140,981
Total	939,400	32,714	972,114	695,661		276,453

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	39,200	64,271	103,471	54,124	0	49,347
88000 20-___-___-___ Nonpublic Textbooks	16,300	(66)	16,234	15,344	0	890
88020 20-___-___-___ Nonpublic Auxiliary Services	110,100	(29,626)	80,474	70,077	0	10,397
88040 20-___-___-___ Nonpublic Handicapped Services	89,500	17,346	106,846	80,105	0	26,741
88060 20-___-___-___ Nonpublic Nursing Services	29,500	(12)	29,488	29,488	0	0
88080 20-___-___-___ Nonpublic Technology Initiative	11,000	(56)	10,944	10,216	0	728
88500 20-___-___-___ Title I	148,000	2,160	150,160	110,374	0	39,786
88520 20-___-___-___ Title II	34,000	386	34,386	28,979	0	5,407
88540 20-___-___-___ Title III	14,800	(505)	14,295	1,653	0	12,642
88560 20-___-___-___ Title IV	10,000	0	10,000	2,190	0	7,810
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	437,000	(21,184)	415,816	403,494	0	12,322
Total	939,400	32,714	972,114	806,044	0	166,070

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$38,514.24
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$38,514.24

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$38,514.24	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	\$0.00	
	Total fund balance		\$38,514.24
	Total liabilities and fund equity		<u>\$38,514.24</u>


Starting date 7/1/2018 Ending date 6/30/2019 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 30 Capital Projects Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	52,999		(52,999)
Total		0	0	0	52,999		(52,999)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	493,729	493,729	438,932	0	54,797
Total		0	493,729	493,729	438,932	0	54,797

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	52,999		(52,999)
Total	0	0	0	52,999		(52,999)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	493,729	493,729	438,932	0	54,797
Total	0	493,729	493,729	438,932	0	54,797

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		\$109,684.64
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$109,684.64

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$36,258.00
	Other current liabilities		\$0.00
	Total liabilities		\$36,258.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$73,426.64	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	\$0.00	
	Total fund balance		\$73,426.64
	Total liabilities and fund equity		\$109,684.64

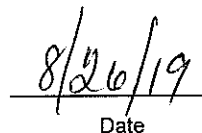
Starting date 7/1/2018 Ending date 6/30/2019 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	727,048	0	727,048	727,048		0
0093A	Other	188,727	0	188,727	224,985		(36,258)
Total		915,775	0	915,775	952,033		(36,258)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	966,850	0	966,850	842,350	0	124,500
Total		966,850	0	966,850	842,350	0	124,500

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	727,048	0	727,048	727,048		0
00890	40-3160	Debt Service Aid Type II	188,727	0	188,727	224,985		(36,258)
Total			915,775	0	915,775	952,033		(36,258)
Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	256,850	0	256,850	132,350	0	124,500
89620	40-701-510-910	Redemption of Principal	710,000	0	710,000	710,000	0	0
Total			966,850	0	966,850	842,350	0	124,500

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$687,116.72
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$7,710.96	\$7,710.96

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$694,827.68

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$52,038.95
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$69,274.00
	Other current liabilities	\$0.00
	Total liabilities	\$121,312.95

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,012.76
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$5,012.76

Unappropriated:

770	Fund balance, July 1	\$568,501.97
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$573,514.73
	Total liabilities and fund equity	<u>\$694,827.68</u>

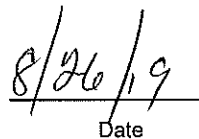
Starting date 7/1/2018 Ending date 6/30/2019 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	965,253	965,253	957,542	Under	7,711
Total		0	965,253	965,253	957,542		7,711
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	965,253	965,253	1,023,924	5,013	(63,683)
Total		0	965,253	965,253	1,023,924	5,013	(63,683)

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	965,253	965,253	957,542	Under	7,711
Total	0	965,253	965,253	957,542		7,711
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	39,400	39,400	39,400	0	0
99999	0	925,853	925,853	984,524	5,013	(63,683)
Total	0	965,253	965,253	1,023,924	5,013	(63,683)

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$105,202.62
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$105,202.62

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$431.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$431.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$104,771.62	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	\$0.00	
	Total fund balance		\$104,771.62
	Total liabilities and fund equity		<u>\$105,202.62</u>

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		75,992	280,122	356,113	280,436	Under	75,677
Total		75,992	280,122	356,113	280,436		75,677
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		75,992	279,658	355,650	262,870	0	92,780
Total		75,992	279,658	355,650	262,870	0	92,780

Starting date 7/1/2018 Ending date 6/30/2019 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	75,992	280,122	356,113	280,436	Under	75,677
Total	75,992	280,122	356,113	280,436		75,677

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	75,992	279,658	355,650	262,870	0	92,780
Total	75,992	279,658	355,650	262,870	0	92,780

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

June 30, 2019

	Cash Balance 6/1/2019	Cash Receipts June-19	Cash Disbursements June-19	Cash Balance 6/30/2019
General Fund - 10	5,226,758.32	2,178,456.95	(3,740,670.22)	3,664,545.05
Special Revenue Fund - 20	31,184.88	120,821.22	(235,636.94)	(83,630.84)
Capital Projects Fund - 30	38,503.04	634.83	(623.63)	38,514.24
Debt Service Fund - 40	(653,621.36)	763,306.00	0.00	109,684.64
Enterprise Fund - 60	867,700.99	145,537.47	(326,121.74)	687,116.72
Total	5,510,525.87	3,208,756.47	(4,303,052.53)	4,416,229.81
Payroll Account	446.00	1,532,883.80	(1,532,883.80)	446.00
Payroll Agency Account	10,337.41	936,634.82	(946,884.42)	87.81
Unemployment Account	89,568.70	159.37	(179.82)	89,548.25
Summer Escrow Account	321,258.29	35,835.32	(356,636.71)	456.90
Flexible Spending Account	381.20	250.90	0.00	632.10
Grand Total	5,932,517.47	5,714,520.68	(7,139,637.28)	4,507,400.87

Matthew Neff

Chief School Administrator

8/28/19

Date

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2


Month / Year: Jun 30, 2019

08/26/19

ATTACHMENT

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 6/30/2019	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,592,526	166,721	9,759,247	975,925	9,013	0.09%	984,938	966,912
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT,, Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,286,769	850	5,287,619	528,762	(84,695)	-1.60%	444,067	613,457
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total School-Sponsored Athletics - Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	715,177	15,691	730,868	73,087	30,700	4.20%	103,787	42,387
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,546,265	0	2,546,265	254,627	34,730	1.36%	289,357	219,897
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	1,983,897	173	1,984,070	198,407	119,779	6.04%	318,186	78,628
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	144,212	0	144,212	14,421	0	0.00%	14,421	14,421
45300	Support Serv. - General Admin	11-000-230-XXX	571,102	8,515	579,617	57,962	0	0.00%	57,962	57,962
46160	Support Serv. - School Admin	11-000-240-XXX	1,144,199	0	1,144,199	114,420	60,612	5.30%	175,032	53,808
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	554,693	0	554,693	55,469	12,386	2.23%	67,855	43,083
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,519,324	304,427	2,823,751	282,375	990,470	35.08%	1,272,845	(708,095)
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	814,888	0	814,888	81,489	(13,809)	-1.69%	67,680	95,298
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,638,070	0	5,638,070	563,807	(383,236)	-6.80%	180,569	947,045
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	500	0	500	50	500	100.00%	550	(450)
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		31,511,622	496,377	32,007,999	3,200,800	776,448	2.43%	3,977,248	2,424,352
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,466	41,480	61,946	6,195	68,331	110.31%	74,526	(62,136)

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data 6/30/2019	Col5/Col3	Col4+Col5	Col4-Col5
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	66,858	60,000	126,858	12,686	4,666	3.68%	17,352	8,020
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380	Interest Deposit to Capital Reserve	10-604	2,800	0	2,800	280	2,800	100.00%	3,080	(2,520)
76400	TOTAL CAPITAL OUTLAY		90,124	101,480	191,604	19,160	75,797	39.56%	94,957	(56,637)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000	Transfer of Funds to Charter Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		31,601,746	597,857	32,199,603	3,219,960	852,245	2.65%	4,072,205	2,367,715



School Business Administrator Signature

8/26/19

Date

Hasbrouck Heights Board of Education						
Transfers						
Jun-19						
Account Number	Account Description	From	To	Description		
11 000 100 565	Tuition to County Special Services	17,558				
11 000 100 562	Tuition Other LEAs - Special		17,558	Tuition for Out of District placements		
11 000 100 563	Tuition County Voc - Regular	2,221				
11 000 100 565	Tuition to County Special Services	3,717				
11 000 100 566	Tuition to Private School Handicapped		5,938	Tuition for Out of District placements		
11 000 100 566	Tuition to Private School Handicapped	3,410				
11 000 100 569	Tuition - Other Charter School		3,410	Tuition for Charter schools		
11 000 219 610	General Supplies	10				
11 000 219 500	Other Purchased Services		10	CST staff travel reimbursements		
11 000 219 890	Miscellaneous Expenditure	56				
11 000 219 610	General Supplies		56	Office supplies for the child study team		
11 000 230 590	Miscellaneous Purchased Services	306				
11 000 230 104	Salaries of Other Professional Staff		306	Salaries per contracted agreement		
11 000 230 890	Miscellaneous Expenditures	1,140				
11 000 230 340	Purchased Technical Services		1,140	Additional asbestos sampling at Euclid and Lincoln		
11 000 230 895	BOE Membership Dues & Fees	929				
11 000 230 590	Miscellaneous Purchased Services	2,440				
11 000 230 530	Communications/Telephone		3,369	Telecommunication expenses		
11 000 230 610	General Supplies	274				
11 000 230 890	Miscellaneous Expenditures		274	Board meeting expenses		
11 000 251 820	Judgements Against the School	306				
11 000 251 340	Purchased Technical Services		306	Fees for file storage		
11 000 251 340	Purchased Technical Services	80				
11 000 251 820	Judgements Against the School	39				
11 000 251 592	Miscellaneous Purchased Services		119	Advertising fees for public notices		
11 000 251 340	Purchased Technical Services	101				
11 000 251 610	General Supplies		101	Office supplies for the business office		
11 000 251 820	Judgements Against the School	17,503				
11 000 252 600	Supplies and Materials		17,503	Google chrome licenses		
11 000 217 100	Salaries	43,841				
11 000 222 100	Salaries	10,860				
11 000 262 107	Salaries of Non-Instructional Aides	26,953				
11 000 262 621	Energy (Natural Gas)	2,014				
11 000 291 250	Unemployment Compensation	5,900				

Hasbrouck Heights Board of Education									
Transfers									
Jun-19									
Account Number	Account Description	From	To	Description					
11 000 291 260	Workmens Compensation	4,500							
11 000 291 270	Health Benefits	108,400							
11 000 291 280	Tuition Reimbursement	6,800							
11 230 100 101	Salaries of Teachers	37,534							
11 000 261 420	Cleaning, Repairs and Maintenance		246,802	Tennis courts repairs, asbestos abatement, flooring repairs, concrete repairs					
11 000 262 107	Salaries	1,213							
11 000 262 621	Energy (Natural Gas)	362							
11 000 261 610	General Supplies		1,575	Custodial supplies					
11 000 262 100	Salaries	7,209							
11 000 262 420	Cleaning, Repairs and Maintenance		7,209	Basketball court upgrade at Euclid					
11 000 262 107	Salaries of Non-Instructional Aides	7,269							
11 000 262 110	Other Salaries		7,269	Custodial salaries for over time					
11 000 262 100	Salaries	14,854							
11 000 262 104	Salaries of Other Professional Staff	996							
11 000 262 107	Salaries of Non-Instructional Aides	1,512							
11 000 262 420	Cleaning, Repairs and Maintenance	6,341							
11 000 262 490	Other Purchased Property Services	4,212							
11 000 262 590	Miscellaneous Purchased Services	3,570							
11 000 262 621	Energy (Natural Gas)	1,500							
11 000 262 622	Energy (Electricity)	4,700							
11 000 270 512	Contracted Services (Other Home/School)	13,809							
11 000 262 610	General Supplies		51,494	Custodial supplies district wide					
11 000 270 162	Salaries Pupil Transportation Other	22,718							
11 000 270 512	Contracted Services (Other Home/School)	7,349							
11 000 270 513	Contracted Services (Home/School) Jointure	15,000							
11 000 270 515	Contracted Services Spec Ed - Joint. Agree		45,067	Transportation expenses for out of district placements					
11 000 291 270	Health Benefits	11,505							
11 000 291 220	Social Security Contribution		11,505	Social security contributions					
11 000 291 250	Unemployment Compensation	544							
11 000 291 270	Health Benefits	4,237							
11 000 291 241	Other Retirement Contributions		4,781	Retirement contributions					
11 000 291 280	Tuition Reimbursement	605							
11 000 291 290	Other Employee Benefits		605	Catastrophic illness fund					
11 190 100 440	Other Purchased Services - Rentals	67							
11 190 100 340	Purchased Technical Services		67	AP testing					
11 230 100 101	Salaries of Teachers	18,846							
11 190 100 610 02	General Supplies		18,846	Teaching supplies for the high school media center					

Hasbrouck Heights Board of Education									
Transfers									
Jun-19									
				Account Number	Account Description	From	To	Description	
11	190	100	640	02	Textbooks	7,472			
11	204	100	106	04	Salaries of Teachers	8,934			
11	190	100	610	04	General Supplies		16,406	Classroom library supplies for Euclid	
11	120	100	101		Salaries of Teachers	1,100			
11	213	100	101	03	Salaries of Teachers		1,100	Salaries of teachers	
11	120	100	101		Salaries of Teachers				
11	219	100	101		Salaries of Teachers	3,300	3,300	Salaries of teachers	
11	120	100	101		Salaries of Teachers				
11	240	100	101		Salaries of Teachers	5,212	5,212	Salaries of teachers	
11	401	100	100		Personal Services Salaries				
11	402	100	100		Personal Services Salaries	11,799	11,799	Salaries of teachers	
11	401	100	610		General Supplies				
11	402	100	890		Other Objects	2,168	2,168	Entry fees	
11	402	100	890		Other Objects				
11	402	100	610		General Supplies	170	170	Athletic supplies	
12	000	400	780		Infrastructure				
12	000	262	730		Maintenance Equipment	37,330	37,330	Electronic school sign for the middle/high school	

KEYS Program

2019-2020SY

Student Helpers

Gianna Martinez - \$8.85/hour
Caitlyn Traverso - \$8.85/hour
Dana Bincoletto - \$8.85/hour
Julianna Pomarico - \$8.85/hour
Samantha Quimbayo - \$8.85/hour
Julia Campen - \$8.85/hour
Natalia Facchini - \$8.85/hour
Chiara Colletti - \$8.85/hour

Substitute Paraprofessional

Melanie Wexler - \$16/hour
Karen Wheeler - \$16/hour
Terri Minichiello – \$16/hour
Leanne Shenloogian - \$16/hour
Maureen Garden - \$16/hour

ATTACHMENT 1

**** PENDING RECEIPT OF PAPERWORK**

<u>SUB SECTY/ADMIN ASST: \$11 / HR</u>
ASPLUND, JENNIFER
BELLO, CARMELLA
BINCOLETTO, KATHY
CARPINO, JULIE
NAZEH, RULA
PEREZ, JACLYN
STELLHORN, KATHY
STEVENS, CAROLINE
VIOLA, VICKY

<u>SUB CLERICAL: \$10 / HR</u>
BELLO, CARMELA
PEREZ, JACLYN
VIOLA, VICKY

<u>SUB PARA: \$12.50 / HR</u>
ASPLUND, JENNIFER
FORENBAHER, MARIJA
GILLESPIE, CONNOR
GRAHL, ELLEN
NAZEH, RULA
PARKS, ALISON
PEREZ, JACLYN
SACCOMANO, MELISSA
STELZLE, DEBBIE
STEVENS, CAROLINE
TSAPELIS, ELEFThERIA

<u>SUB VISITOR MONITOR: \$12.00 / HR</u>
BINCOLETTO, KATHY
VIOLA, VICKY

<u>SUB LUNCH AIDE: \$10.00 / HR</u>
NAZEH, RULA

2019-2020 GUIDE MOVEMENT

	CURRENT	GUIDE MOVEMENT	STEP FOR 19-20	GUIDE MOVEMENT	MIF	LONG	TOTAL SALARY 19-20
	GUIDE			SALARY 19-20			
DENNEHY, PATRICK	BA	BA+15	2	\$ 53,790			\$ 53,790
MacDONALD, KAILEY	BA+15	MA	7	\$ 59,710			\$ 59,710
McSHANE, PATRICK	BA+15	BA+15	2	\$ 53,790			\$ 53,790
MEDINA, BETTE	BA+15	MA	15	\$ 77,045			\$ 77,045
PIGNATIELLO, DANIEL	MA	MA+15	17	\$ 97,225	\$ 700	\$ 1,500	\$ 99,425
RUSO, ADRIANNA	MA	MA+15	7	\$ 62,090			\$ 62,090
TREMAROLI, CRYSTAL	MA	MA+15	5	\$ 61,590	\$ 700		\$ 62,290

District Regulation

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Section: Students

Date Created: November, 2014

Date Edited: February, 2018

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;

3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;

5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and

7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

(1) A student may be required to make restitution for any loss resulting from the student's conduct; or

(2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

(1) A student may be required to consult with school guidance counselors or Child Study Team members.

(2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;

- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;

- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.

b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

Pupil Discipline/Code of Conduct – Grades Six through Twelve

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – STUDENT DISCIPLINE/CODE OF CONDUCT. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the chart of Student Discipline.

Chart of Student Discipline

Student Infraction	Offense	Action
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INSUBORDINATION- Examples of this type of conduct include, but are not limited to:

<p>Tardiness to Class</p> <p>Students are expected to be in class on time.</p>	<p>1st offense</p> <p>2nd offense & Subsequent offenses</p>	<p>Teacher's Discretion</p> <p>Teacher's Discretion</p>
	<p>Excessive offenses</p>	<p>Issue referred to Administration – Central Detention(s), Saturday Detention(s) and/or Removal of Privileges</p>
<p>Tardiness to School</p>	<p>1-3 offenses</p> <p>4th</p> <p>5th</p> <p>6th</p> <p>7th</p> <p>8th–15th</p> <p>10th</p> <p>13th</p> <p>>15</p>	<p>Excused</p> <p>Central Detention</p> <p>Central Detention</p> <p>Central Detention</p> <p>2 Central Detentions</p> <p>Saturday school for every late</p> <p>Loss of 1st period credit</p> <p>Saturday School</p> <p>Saturday School (creation of action plan)</p> <p>Potential loss of period 1 credit (if action plan is not followed)</p>
<p>Failure to Report to Late Sign-In Table and/or Main Office When Late to School</p> <p>If for any reason you are late to school and arrive after the first period bell, you are to report directly to the <i>Late Sign-In Table</i> for an admit-to-class slip. If you arrive after the first period bell, you are to bring one slip to the Main Office for an admittance.</p>	<p>Any offense</p>	<p><i>Depending on Circumstance:</i></p> <p>May accrue an unexcused absence from class if not in class for a minimum of 30 minutes</p> <p>May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action</p>

Failure to Attend Teacher Detention	1 st offense 2 nd offense Subsequent offenses	Teacher's Discretion Issue referred to Administration - Central Detention Issue referred to Administration - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Failure to Attend Saturday Detention without prior approval from the Administration	Any offense	1 Day of In-School Suspension
Saturday Detention will only be rescheduled with prior Administrative Approval		
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extra-curricular activities outside the school day (including but not limited to sports, field trips, chorus/band concerts, dances and proms). Length/type of removal to be determined by Administrator. Coach and/or advisors will be notified.
Left Class Without Permission (less than 10 minutes)	1 st offense 2 nd offense & Subsequent offenses	Teacher's Discretion Refer Issue to Administration - Central Detention; Saturday Detention; and/or Removal of Privileges may occur
Left class without permission (more than 10 minutes)	Any offense	Refer to Administration as Cutting Class

<p>Cutting Class</p> <p>Students are expected to be present for every class in their academic program/schedule.</p> <p>If a pupil misses 10 minutes or more from a class without authorization, this will be considered as a cut. Any cutting in excess of two (2) classes on a given day will be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up. If a student loses course credit for cutting, the student must remain in the course to be eligible to make-up credit in summer school. If a student misbehaves he/she will be removed from the course and will have to make it up during the following school year, as summer school credit will not be accepted.</p>	<p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p> <p>4th offense</p> <p>Subsequent</p>	<p>Saturday Detention</p> <p>1-Day In-School Suspension (loss of credit if same course)</p> <p>1-Day Out-of-School Suspension (if same course, loss of credit, removal from course, and loss of summer school credit recovery option)</p> <p>Mandatory 5 day SAP referral (SAP refusal results in OSS)</p> <p>Mandatory 10 day SAP referral (SAP refusal results in OSS)</p>
<p>Truancy and/or Leaving School Grounds</p> <p>Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit.</p> <p>Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.</p>	<p>1st offense</p> <p>2nd offense</p> <p>Subsequent offenses</p>	<p>1- Day In-School Suspension; Removal of Privileges may occur</p> <p>2- Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course)</p> <p>2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)</p> <p>(SAP refusal results in OSS)</p>

<p>Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363) Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.</p> <p>The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.</p> <p>No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first aid, ambulance or rescue squad on a case-by-case basis.</p> <p>*Students may use Electronic Devices before the start of school (prior to 7:55 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.</p>	Middle School	<p><i>Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.</i></p>
	1 st offense	<p>Issue referred to Administration – Central Detention (phone returned to student at end of the day) Saturday Detention (phone returned to student at end of the day)</p>
	2 nd offense	<p>Saturday Detention</p>
	3 rd offense	<p>1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>
	High School	
	1 st offense	<p>Saturday School (electronic device(s) returned to student at end of the day)</p>
	2 nd offense	<p>1 Day In-School Suspension (electronic device(s) returned to student at the end of the day)</p>
	Subsequent	<p>1 Day Out- of- School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>

<p>Defying the Authority of a School Administrator</p> <p>Examples may include but are not limited to:</p> <p>Refusal to hand over an electronic device; a hat; or any personal property not permitted in school and/or change clothing when deemed a violation of District's dress code.</p>	<p>Any offense</p>	<p>Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result</p>
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<p>Dress Code Violation (Policy 5511)</p> <p>The Board of Education understands that dress is a reflection of individual taste, and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment. At the Hasbrouck Heights High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:</p> <ol style="list-style-type: none"> 1. For health and safety, footwear must be worn at all times. 2. Garments designed to be worn as underwear may not be worn as outerwear. 3. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration). 4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted. 5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited. 6. Skirts, dresses, and shorts should not end higher than mid-thigh. 7. Any clothing or patches that have writing or pictures that include the following are not permitted: <ul style="list-style-type: none"> • References to violence and weapons; • Racist comments; • Anti-religious references; • Sexual connotations; • References to tobacco, alcohol or drugs. 	<p>Any offense</p>	<p><i>Student will change clothing. If no clothes available, the parent will be called to provide appropriate clothing.</i></p> <p>Administration's Discretion</p>
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<p>8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.</p> <p>9. Clothing should not be worn that interferes with or disrupts the operation of the school.</p> <p>No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.</p>		
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Eating/Drinking in unauthorized areas (i.e. classroom)	Any offense	Teacher's Discretion
Students in the Hasbrouck Heights High School District are prohibited from bringing food, coffee, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.	Chronic offenses	Refer to Administration
Using an Outside Vendor to Make Deliveries to School	1st offense Subsequent offenses	Confiscation of delivery – Warning Issued Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Not Following Procedures when on <i>Restricted</i> Bathroom/Locker Room & Hallway Status Using the bathroom without a security escort while on restricted bathroom/locker room status or moving about the building without a security escort will be deemed a form of insubordination and subjected to disciplinary action as noted.	1st offense 2nd offense	Renew length of current restriction Restricted status for the remainder of the school year and/or Removal of Privileges
CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:		
Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school environment	Any offense	Teacher's Discretion

<p>Major Disruptive/Inappropriate Behavior Behavior that may warrant removal from class, school event/program</p> <p>The Hasbrouck Heights High School District believes students are entitled to an education free from undue disruption. Students who are willfully disrupting the educational program of others will not be tolerated.</p>	Any offense	<p>Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges</p>
Disrespectful to student	Any offense	<p>Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges</p>
Disrespect toward School Personnel	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>Saturday Detention(s) to Out-of-school Suspension</p>
<p>Disorderly Behavior in Cafeteria</p> <p>Use of the cafeteria is a privilege and is to be considered as such by all who use it. Each student is responsible for keeping the area clean and neat. Students shall discard all leftovers in the proper receptacles. Students are encouraged to recycle and support our school-wide recycling program.</p>	Any offense	<p>Teacher's Discretion and/or Administration's Discretion – One period and/or up to one week or more of Lunch Detentions</p> <p><i>Students will eat lunch in assigned location.</i></p>
Use of Offensive Language (verbal/written/gestures)	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense: Admonishment/Reprimand to Out-of-school Suspension and Counseling</p>

<p>Inappropriate Use of Computer</p> <p>Unacceptable behavior includes, but is not limited to, falsifying credentials; using someone else's credentials; tampering with hardware, software, or supplies; plagiarism of work or files; software piracy; pornographic pictures or messages; any form or act of harassment.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense.</p> <p>Violations shall be subject to the consequences as indicated in Reg. 2361 and other appropriate discipline which includes but are not limited to: Supervised computer/network privileges Suspension/revocation of computer/network privileges Saturday Detention; In-school Suspension and/or Out-of-School Suspension Expulsion from school and/or legal action</p>
<p>Misuse of Social Media</p>	<p>Any offense</p>	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>In-school suspension to Out-of-school suspension 1-10 days</p>
<p>Inappropriate physical contact</p>	<p>Any offense</p>	<p>Saturday school to out-of-school suspension</p>
<p>Theft/Stealing/Extortion</p>	<p>Any offense</p>	<p>In-school suspension to out-of-school suspension; restitution, possible police notification</p>

Vandalism	1 st offense 2 nd offense	1-2 days Out-of-school suspension pending severity 2-4 days Out-of-school suspension pending severity Police notification, possible charges, restoration at cost to parent
Verbally threatening a staff member	1 st offense 2 nd offense	3 days Out-of-school suspension; may require psychological evaluation to return to school 10 days Out-of-school suspension; may require psychological evaluation to return to school
Verbally threatening a student	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense: In-school suspension to Out-of-school Suspension May require psychological evaluation to return to school
Possession or Use of Tobacco/Nicotine Products and/or Possession or Use of Electronic Smoking Devices (Vaping) Smoking or use of tobacco/nicotine products, including electronic devices in school buildings, on school grounds, or on school buses by any student enrolled in the district schools, or any guest of an enrolled student, shall not be permitted. Penalties will be enforced for all violators and apply to all forms of tobacco. *If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police.	1 st offense 2 nd offense Subsequent offense	<i>Any student involved in may be subjected to a diagnostic substance screening. Board of Health notification, (NJ Smoke-Free Air Act)</i> 2 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a marking period. Police notification. 4 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a semester. Police notification. 4 Days Out-of-School Suspension, 1-Day In- School Suspension or 5- 10 days SAP (Suspension Alternative Program) and restricted bathroom privileges for the remainder of the school year. Police notification. (SAP refusal results in OSS).

Possession of CDS	1 st offense	Out-of-school suspension 3-10 days, SAC referral, substance assessment, police notification
	2 nd offense	Out-of-school suspension 5-10 days, SAC referral, substance assessment, police notification
Use of controlled substance	1 st offense	Suspended pending substance assessment; referral to SAC/community agency, police notification 3-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service
	2 nd offense	Suspended pending substance assessment; referral to SAC/community agency, police notification 5-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service
Sale & Distribution of CDS	Any offense	10 days Out-of-school suspension, pending expulsion meeting with SAC/Administration; police notification Mandatory drug screening per policy/regulation 5530
ACADEMIC DISHONESTY-Examples of such conduct include, but are not limited to:		
Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral

Examples of Academic Dishonesty include, but are NOT limited to:

- Copying and submitting work without identifying the source of that work (this is called plagiarism, and includes using material from the Internet without citing the source of the material)
- Providing answers or receiving answers from another student
- Downloading and printing out essays, research papers or "notes" from Internet websites without citing the source
- Copying short response or homework exercises
- Copying another student's work during a test or quiz
- Using unauthorized notes, electronic devices or other aids during a test or quiz
- Translating text using an electronic language translation program
- Submitting another person's work as one's own

Students are expected to complete various assignments in order to demonstrate their mastery of the material being studied. Claiming ownership of another person's work by submitting that work with your name on it is academically dishonest; it is cheating. Continued instances of cheating may result in a failing grade for the marking period or for the course.

Parent/Student conference with Teacher and Supervisor if warranted.

SCHOOL VEHICLE MISCONDUCT & CAMPUS DRIVING MISCONDUCT- Examples of such conduct include, but are not limited to:

Bus Misconduct	<p>1st offense</p> <p>Subsequent offenses</p>	<p>Discretion of the Administration; Admonishment/Reprimand to Out-of-School Suspension</p> <p>Bus suspension (length to be determined- marking period, semester, year)</p> <p><i>Police may be notified. The school may file a complaint with the Police. Restitution of damages if warranted.</i></p>
Driving Dangerously on School Grounds	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Suspension of driving privileges on campus/revocation of parking may occur (length to be determined- marking period, semester, year) and disciplinary action</p> <p><i>Police notified. The school may file a complaint with the Police.</i></p>
Parking a Vehicle in an Unauthorized Space	<p>1st offense</p> <p>2nd offense & Subsequent offenses</p>	<p>Suspension of driving privileges on campus/revocation of parking (length to be determined- marking period, semester, year) and Saturday Detention</p> <p>Removal of Privileges and Police notified to issue summons</p>
*Activating Fire Alarm or Extinguisher	Any offense	<p>4 Days Out-of-School Suspension 1-day In- School Suspension</p> <p><i>Police notified. Mandatory Court referral for legal action, which includes a monetary fine.</i></p>
ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:		

Arson	Any offense	<p>Out-of-School Suspension pending a BOE Suspension Hearing</p> <p><i>Police notified. May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.</i></p>
<p>Vandalism</p> <p>Damaging school property</p>	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Saturday Detention; In-school Suspension and/or Out-of-School Suspension</p> <p><i>Police notified. The school may file a complaint with Police. Restitution of damages.</i></p>
<p>Fighting and/or Assault</p> <p>The Hasbrouck Heights High School District can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. Listed below are definitions of specific behaviors that will result in disciplinary action.</p> <p><i>Fighting:</i> Mutual engagement in a physical confrontation that may result in bodily injury to either party</p> <p><i>Assault:</i> A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.</p>	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>3- Days or up to 10-days Out-of-School Suspension</p> <p><i>Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school, (health screen includes psychological and/or substance evaluation(s). Mandate in-school peer conflict and/or anger management counseling.</i></p>
<p>Possession of Weapons/Firearms</p> <p>Any dangerous weapons or instrument are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will be addressed appropriately.</p>	Any offense	<p>Out-of-School Suspension up to 10-Days and may Incur a Longer-term Suspension Pending a BOE Suspension Hearing Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school.</p>

ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS-

Examples of such conduct include, but are not limited to:

<p>Breach of Security Procedures</p> <p>For example: Any student causing a breach of security by allowing non-students or visitors into the school building via an exterior doorway will be subject to disciplinary action.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In- School Suspension(s); and/or Removal of Privileges</p>
<p>Violation of Harassment, Intimidation, and Bullying (HIB) Policy</p> <p>Definition from NJSA: 18A:37-14: "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school- sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:</p> <ul style="list-style-type: none"> • A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; Has the effect of insulting or demeaning any student or group of students; or • Creates a hostile educational environment for the student by 	<p>1st offense & Subsequent offenses</p>	<p>Determined by the outcome of the investigation. Disciplinary action may include but not limited to: Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-school Suspension and/or Out-of-School Suspension and Counseling</p> <p><i>Police may be notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i></p>

<p>interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</p>		
<p>Gambling</p> <p>Card playing, dice throwing or any similar activity is prohibited on school grounds.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion -</p>
<p>CUMULATIVE CODE OF CONDUCT INFRACTIONS</p>	<p>I</p>	<p>I</p>

10 Total Discipline Infractions		<p>Mandatory-Possible SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p>May include loss of grade level privileges pending nature and severity of infractions, to be determined by VP/Principal</p>
15 Total Discipline Infractions		<p>Mandatory Possible SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p>Results in loss of all grade level privileges for the year</p>
20 Total Discipline Infractions		<p>Possible Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling; Long-term suspension</p> <p>Results in loss of all grade level privileges for the year</p>

ISS/OSS for the year (total incidents)	1st offense	1 Day Suspension from any intra/extra-curricular activities
	2nd offense	3 Day Suspension from any intra/extra-curricular activity
	3rd offense	5 Day Suspension from any intra/extra-curricular activities (possible loss of grade level privileges for the year)
	4th offense	10 Day Suspension from any intra/extra-curricular activities (possible loss of grade level privileges for the year)
	5th offense	Indefinite Suspension from any intra/extra-curricular activities, loss of all grade level privileges, possible SAP referral

Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- The classroom teacher may request a security escort for any student and direct the student report to the office of the administrator in charge of student discipline.
- The teacher will complete a referral and disposition form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- Moving freely about the school building;
- Approved late arrival to school and early dismissal from schools;

3. On-campus Parking;
4. Senior/Junior proms;
5. Utilizing bathroom and locker room facilities freely;
6. Spending free time in the cafeteria during lunch;
7. Participation in extra-curricular or inter/intra-scholastic activities;
8. Attendance at a school-related social or sports activity;
9. Participation in a graduation ceremony;
10. Transportation to and from school on a school bus; or
11. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the student/parent.
- c. A student may be excused from detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
- d. Types of detentions include, but are not limited to:
 1. Teacher's Detention (length of time to be determined by teacher). Detention is served with the teacher.
 2. Central Detention (2:45 PM – 3:15 PM) High School, (2:45 PM – 3:30PM) Middle School
 3. Morning Detention (7:20 AM – 7:50 AM) High School

6. Lunch Detention

- a. A student may be required to report directly to an assigned location for his/her entire lunch period. The Building Principal or designee may assign this lunch detention.
- b. A student assigned to lunch detention may be required to bring his/her lunch to school.
- c. A student will not be permitted in the cafeteria while serving a lunch detention.

7. Saturday Detention

- a. A Saturday detention is held in an assigned area at the high school from 8:00 – 11:00 A.M.
- b. A student may be required to report to school on Saturday for a detention. The Building Principal or designee may assign this Saturday detention.
- c. Transportation to Saturday detention will be the responsibility of the student/parent.
- d. A student may be excused from Saturday detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another Saturday.

8. In-School Suspension & Intervention Program (ISSIP)

- a. A student may be removed from his/her regular classes and required to report to the In-school Suspension & Intervention Program.
- b. The purpose of this Program is to provide a level of discipline and intervention to address violations of behavioral expectations, which do not warrant an out-of-school suspension. The intervention development activities, counseling, and discussions with staff members that may include teachers, administrators, guidance counselors, student assistance coordinator, and Child Study Team personnel.
- c. ISSIP will begin promptly for all students; including seniors with late arrival and early dismissal at 7:55 A.M. and conclude at 2:39 P.M.
- d. A student assigned to lunch ISSIP may be required to bring his/her lunch to school.
- e. A student will not be permitted in the cafeteria while on ISSIP without staff supervision.

9. Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

10. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

11. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

Pupil Discipline/Code of Conduct – Grades Pre-Kindergarten through Five

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for grades 3, 4, and 5 only.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the predetermined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

Student Infraction	Offense	Action	Comments
Disruptive Behavior	1 st offense 2 nd offense 3 rd offense 4 th offense 5 th offense	Teacher warning Teacher must notify parent Referral to the Principal/Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference	Subsequent offense may include: ISS/OSS or Alternate Placement
Littering on School Property	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/Warning Referral to the Principal/ Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention	
Offensive Language/Written/Gestures	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/ Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor

Inappropriate Physical Contact	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/ Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
Insubordination - Refusal to Hand Over Unauthorized Device to School Personnel/Electronics/cell phone	1 st offense 2 nd offense Subsequent	Referral to the Principal/ Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference Referral to the Principal/ISS Parent Conference	
Forging an Official Document	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/ Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference Referral to the Principal/ISS/ Parent Conference	

Theft Personal/School Property	1 st offense 2 nd offense Subsequent	Referral to the Principal/ Parent Notification/ Principal's Detention Referral to the Principal/Principal's Detention/ Parent Conference Referral to the Principal/ISS/ Parent Conference	Police may be notified at any level of offense
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense 2 nd and subsequent offense	Up to 5 Days OSS and Restitution for Damages Up to 10 Days OSS and restitution for damages	Police Contacted/Parent Notification
Vandalism/Graffiti	1 st offense 2 nd offense	Referral to the Principal/ Parent Notification/ Principal's Detention Referral to the Principal/ISS/ Parent Conference	Police may be notified at any level of offense Possible Restitution.
Verbally Threatening a Staff Member	1 st offense 2 nd offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference Referral to the Principal and Guidance Counselor/OSS/ Parent Conference	Police may be notified at any level of offense Subsequent offense may include: Alternate Placement
Fighting	Any offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	If definite self-defense is proven, only the instigator may be punished. Police may be notified. Subsequent offense may include: OSS or Alternative Placement

Possession of CDS	Any offense	Indefinite suspension pending assessment and referral to S.A.C.	Police will be notified. Subsequent offense may include: Alternative Placement
Sale and Distribution of CDS	Any offense	May include: 10 Day OSS/ Expulsion Referral to S.A.C. Referral to Community Agency Referral to CST Police will be notified	Seller of drugs and/or controlled dangerous substances while on school property or at school-sponsored events, are to be suspended immediately pending an expulsions hearing.
Use of Controlled Substance/Possession/Alcohol	1 st offense 2 nd offense	Suspended pending assessment and Referral to S.A.C. 10 Days OSS and Referral to S.A.C.	Police will be notified Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)	All 1 st offense Subsequent	Referral to the Principal/ Parent Notification/ Removal from class until change of clothes is available Warning Principal's Detention	
Smoking	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/Parent Notification/Principal's Detention Referral to the Principal/Principal's Detention/Parent Conference Referral to the Principal/ISS/Parent Conference	Police may be notified. Possible referral to the SAC
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS Parent Conference	Subsequent offense may include: Alternative Placement

Weapons/Fire-arms/Zero Tolerance	Any offense	Up to 10 Days OSS/ Parents notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for School		Please refer to the Elementary School K – 5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 st offense 2 nd offense	Referral to the Principal/Parent Notification/2 Principal's Detentions Referral to the Principal/ 2 Principal's Detentions/Parent Conference	Subsequent offense may include: ISS and/or OSS
Harassment/Intimidation/Bully-ing (HIB)		As indicated in Policy	

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.

2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.

3. The parent will be notified of the student's reported conduct.

4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.

5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.

2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.

b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.

5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 20 November 2014

Revised: November 17, 2016

Revised: February 16, 2017

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Revised (First Reading): July 18, 2019

Revised (Second Reading): August 29, 2019

District Regulation

5200 - ATTENDANCE (M)

Section: Students

Date Created: November, 2014

Date Edited: August, 2017

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the

afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not supported by notification to the school by the student's parent.

2. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

- Disabling illness
- Supported by a doctor's note
- The student's required attendance in court;
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death
- Visits to post-secondary educational institutions;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- An absence considered excused by a New Jersey Department of Education rule;

- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

4. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

D. Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.

3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.

2. A note explaining a student's absence for a non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence. The parent or student must request such home assignments.

2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.

5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. A secondary student may be dropped from a course or denied course credit when he/she has been absent for **fifteen** ~~sixteen~~-days per year (pro-rated) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.

- A secondary student who has been dropped from a course of study may be assigned to an alternate program.

- A secondary student denied course credit after completing the course may be permitted to attend a credit completion session to regain the denied credit.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent **fifteen** ~~sixteen~~-days per year (pro-rated) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A.9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.

2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.

3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.

3. A report card will record the number of times the student was absent and tardy in each marking period.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit,

and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed

b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Loss of Credit

1. Due to cutting and / or truancy – A pupil will be denied credit in a course upon attaining two cuts in that course during the school year.

2. Due to absence- A pupil will be denied credit in a course after cumulative absences exceed 15 for a full year course, 7 for a half year course, and 3 for a marking period course.

3. Unexcused tardiness of fifteen minutes or more will result in a full absence from that class. Excessive tardiness, fifteen or more lates to school, in grades nine through twelve, will result in the loss of credit for period 1 class.

4. Seat time – When students accrue ~~13~~ 40 tardies, the Vice Principal will write an attendance action plan to make up for missed time. Students who violate the provisions of the action plan and exceed 15 tardies for the year will lose period 1 credit.

5. Students who violate either attendance provision, tardies or absences, will lose all grade level privileges for the current school year.

M. Vacation

1. At no time will vacation days be considered "excused" for any reason. Vacation is not considered an excused absence. Students are responsible for class work if they leave for extended periods of time.

N. College Visits

1. Absences for college visits should be limited to no more than three days. Pupils also need to present a letter from the college to the administration prior to the visit indicating the day of the visit.

O. Truancy / Class Cuts

1. Pupils will be considered cutting class or truant when they do not have permission from a teacher, administrator, parent or guardian to miss class. Pupils who cut class or are truant are not entitled to make up the work that they have missed. A total of **two** ~~three~~-cuts from a class will result in loss of credit and **possible** removal from class. Furthermore, students who cut class will be disciplined according to the Student Code of Conduct.

2. Staff intervention: Following the first cut from a class by a pupil, the administration will notify the parent(s) or legal guardian(s) by letter and phone call. Parents, guardians, and pupils will be reminded of the risk of loss of credit and will be requested to have a conference with members. Continued truancy or class cutting will be reviewed by the administration and may involve further intervention by the Child Study Team, counselors, staff members, administration, and parents or guardians in order to attempt to reverse the behavior.

P. Lateness to Class

1. Lateness to any class is excused only when a pupil has a proper note from a staff member when arriving to class. A pupil is considered present in class only if he / she is sitting at a desk when class begins.

2. Time lost by unexcused lateness of three minutes or less to class will be made up by detention with individual teachers concerned. If pupils do not cooperate with this policy, they will be referred to the Vice Principal. Two unexcused tardies of more than three minutes will be recorded a cut. Pupils who cut will be disciplined according to the Student Code of Conduct.

3. If a pupil asks to leave their room and does not return within **eight** ~~ten~~ minutes, he / she will receive a cut unless they return to class with a proper note from a staff member.

Q. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

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District Regulation

2624.1 - HIGH SCHOOL AP/HONORS: ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS and ACCOUNTABILITY

Section: Program

Date Created: February, 2015

Date Edited: June, 2019

QUALIFYING CRITERIA

Honors Criteria - ~~* Starting SY 18-19 all Students will need to meet 2 of the 3~~ following criteria to qualify for Honors courses:

- 1:** a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. ~~*-Semester 1 averages will be inclusive of homework, classwork, and midterm examination grades. the appropriate class average,~~
- 2:** a 4/5 on the NJSLA (NJ Student Learning Assessment),
- 3:** ~~and~~ a minimum score of 480 or higher on the ~~fall~~ **most current** administration of the PSAT/SAT (section(s) pending course requirements).

Starting SY 20-21, students must have a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. In addition, students must have 1 of the 2 following criteria:

- 1:** a score of 4 or 5 on the most current NJSLA (NJ Student Learning Assessment) (required section(s) depending subject area)
- 2:** a minimum score of 480 or higher on the most current administration of the PSAT/SAT (required section(s) depending subject area)

AP Criteria – **Students must have both:**

- 1:** a minimum semester 1 average of 85 in a current honors **prerequisite** course OR a minimum semester 1 average of 92 in a current college preparatory **prerequisite** course ~~AND~~
 - 2:** a minimum score of 550 on ~~the most current~~ ELA and/or mathematics PSAT/SAT sections, ~~pending course requirements~~ **required section(s) depending subject area.**
- Exceptions: For Art, Computer Science, Music, and World Language, please see specific AP course description below.**

All students who enroll in an AP course will take the AP test at the end of the course, or take a school administered 4th ~~marking period~~ ~~Quarterly~~/Final Assessment. When taking the AP test, a score of 4 or 5 will result in a 100% reimbursement of the test fee. (A score of 3 will result in 50% reimbursement)

~~*The most current PSAT/SAT results will be utilized.~~

Starting with students graduating in 2018— If a student does not pass their content area AP test (3 or higher), or school-administered fourth marking period Quarterly/Final Assessment, they do not qualify to take a secondary AP class in that content area the following year.

Transfer Students - Placement in honors classes will be based on past academic records and required pre-requisites that have been achieved. A test may be given for a student to qualify into an Honor's class where transcripts do not match with our course progression/program.

APPEALS

~~*Current AP Students who do not meet the needed PSAT/SAT qualifying score can appeal to the High School Principal with an updated PSAT/SAT score OR passing score of 3 or higher on the upcoming AP examinations. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).~~

~~*Students who do not meet the criteria for Honors or AP placement may appeal to the High School Principal if their required semester 1 average will be able to appeal to the High School Principal if their semester 2 average or subsequent test score meets the qualifying criteria. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).~~

Criteria for Science Courses SCIENCE COURSES

Honors Biology - Student attains **2 of the following 3:** a minimum semester 1 average of **85 in 8th grade Earth Science Honors OR** a minimum semester 1 average of a 92 in 8th grade Physical Earth Science, a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8th grade Earth Science Honors OR a minimum semester 1 average of a 92 in 8th grade Earth Science. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

Honors Chemistry - Student attains **2 of the following 3:** a minimum semester 1 average of 85 in Honors Biology OR Student attains a minimum semester 1 average of 92 in CP-Biology, a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Biology OR a minimum semester 1 average of a 92 in Biology. Additionally student must

attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

Honors Physics - Student attains **2 of the following 3:** a minimum semester 1 average of 85 in Honors Chemistry **OR** Student attains a minimum semester 1 average of 92 in CP-Chemistry, **a 4 or 5 on the NJSLA (both ELA & Math), and/or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).**

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Biology OR a minimum semester 1 average of a 92 in Biology. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (both ELA & Math), or a minimum score of a 480 or higher on the most current administration of the PSAT (both ELA & Math).

AP Biology - Student attains a minimum semester 1 average of 85 in Honors Biology and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR Student attains a minimum semester 1 average of 92 in CP Biology and a minimum score of 550 on both the most current ELA and mathematics sections of the PSAT/SAT.~~

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

~~Students attains a minimum semester 1 average of 85 in Honors Chemistry~~

~~Student attains a minimum semester 1 average of 92 in CP Chemistry~~

AP Chemistry - Student attains a minimum semester 1 average of 85 in Honors Chemistry and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR Student attains a minimum semester 1 average of 92 in CP Chemistry and a minimum score of 550 on both the most current ELA and mathematics sections of the PSAT/SAT.~~

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Physics - Student attains a minimum semester 1 average of 85 in Honors Physics and a minimum score of 550 on both the **most current** ELA and mathematics sections of the PSAT/SAT. ~~OR Student attains a minimum semester 1 average of 92 in CP Physics and a minimum score of 550 on both the most current ELA and mathematics sections of the PSAT/SAT.~~

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

Criteria for Social Studies Courses~~SOCIAL STUDIES COURSES~~

Honors Early US History (US I) - Student attains **2 of the following 3:** a minimum semester 1 average of **85 in 8th grade Social Studies Honors** **OR** a minimum semester 1 average of 92 in 8th grade Social Studies, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8th grade Social Studies Honors OR a minimum semester 1 average of a 92 in 8th grade Social Studies. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

Honors Modern US History (US II) - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Early US History I or a minimum semester 1 average of 92 in CP Early US History I-, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Early US History OR a minimum semester 1 average of a 92 in Early US History. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

Honors World History - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors Modern US History II or a minimum semester 1 average of 92 in CP Modern US History II-, a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors Modern US History OR a minimum semester 1 average of a 92 in Modern US History. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

AP US History /AP Human Geography/AP US Government and Politics/AP Government/AP World History - Student attains a minimum semester 1 average of 85 in Modern US History II and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT—**OR** Student attains a minimum semester 1 average of 92 in CP Modern US History II and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT.

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Psychology - Student attains a minimum semester 1 average of 92 in psychology, developmental psychology or particular topics in psychology and a minimum score of 550 on **the most current** ELA section of the PSAT/SAT.

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

Criteria for World Language Courses~~WORLD LANGUAGE COURSES~~

Spanish I Honors – Student must be on honors track or referral from teacher.

Spanish II & III Honors/IV(DE) – Student attains a minimum semester 1 average of 85 in the prior Spanish Honors course or a 92 in the prior Spanish course. Additionally, student must earn an 85 or better on the Spanish Honors (II, III, IV) Midterm OR student must earn an 88 on the Spanish (II, III, IV) Midterm.

AP Spanish - ———Student attains a minimum semester 1 average of 85 in Spanish III Honors OR a minimum semester 1 average of 92 in Spanish III.

AP Italian - ———Student attains a minimum semester 1 average of 92 in Italian III.

Criteria for Art and Music Courses~~ART AND MUSIC COURSES~~

AP MUSIC / ART COURSES

AP Art / AP Music - A teacher recommendation must be provided in order for a student to take an AP Art ~~Musie~~ or AP Music ~~Art~~ course.

Criteria for Language Arts Courses~~LANGUAGE ARTS COURSES~~

Honors English 9 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors 8th Grade English or a minimum semester 1 average of 92 in regular 8th grade English, a **4 or 5 on ELA NJSLA**, and/or a **minimum score of 480 or higher on the most current administration of the PSAT (ELA section)**.

Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in 8th grade English Honors OR a minimum semester 1 average of a 92 in 8th grade English. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

Honors English 10 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 9 or a minimum semester 1 average of 92 in CP English 9, a **4 or 5 on ELA NJSLA**, and/or a **minimum score of 480 or higher on the most current administration of the PSAT (ELA section)**.

Starting SY 20-21: Student must attains a minimum semester 1 average of 85 in Honors English 9 OR a minimum semester 1 average of a 92 in English 9. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

Honors English - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 10 or a minimum semester 1 average of 92 in CP English 10, a **4 or 5 on ELA NJSLA**, and/or a **minimum score of 480 or higher on the most current administration of the PSAT (ELA section)**.

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 10 OR a minimum semester 1 average of a 92 in English 10. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

Honors English 12 - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Honors English 11 or a minimum semester 1 average of 92 in CP English 11, **a 4 or 5 on ELA NJSLA, and/or a minimum score of 480 or higher on the most current administration of the PSAT (ELA section).**

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Honors English 11 OR a minimum semester 1 average of a 92 in English 11. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (ELA section), or a minimum score of a 480 or higher on the most current administration of the PSAT (ELA section).

AP English Language and Composition - ——— Student attains a minimum semester 1 average of 85 in Honors English 10 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT-OR- ——— Student attains a minimum semester 1 average of 92 in CP English 10 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT.
*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP English Literature and Composition - ——— Student attains a minimum semester 1 average of 85 in Honors English 11 **or AP Language and Composition** and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT-OR- ——— Student attains a minimum semester 1 average of 92 in CP English 11 and a minimum score of 550 on the **most current** ELA section of the PSAT/SAT.
*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

Criteria for Mathematics Courses**MATHEMATICS COURSES**

Algebra 1 Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in 8th grade Mathematics or a minimum semester 1 average of 92 in CP regular 8th grade Mathematics, **a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT (Math section).**

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in 8th grade Honors Mathematics OR a minimum semester 1 average of a 92 in 8th Grade Mathematics. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT (Math section).

Geometry Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Algebra 1 Honors or a minimum semester 1 average of 92 in CP Algebra 1, **a 4 or 5 on the**

NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT (Math section).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Algebra I Honors OR a minimum semester 1 average of a 92 in Algebra I. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT/SAT (Math section).

Algebra II Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Geometry Honors or a minimum semester 1 average of 92 in CP Geometry, a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT/SAT (Math section).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Geometry Honors OR a minimum semester 1 average of a 92 in Geometry. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT/SAT (Math section).

Pre-Calculus Honors/ Trigonometry Honors - Student attains **2 of the following 3**: a minimum semester 1 average of 85 in Algebra 2 Honors or a minimum semester 1 average of 92 in CP Algebra 2, a 4 or 5 on the NJSLA (Math section), and/or a minimum score of 480 or higher on the most current administration of the PSAT/SAT (Math section).

Starting SY 20-21: Student must attain a minimum semester 1 average of 85 in Algebra II Honors OR a minimum semester 1 average of a 92 in Algebra II. Additionally student must attain 1 of the following 2: a 4 or 5 on the NJSLA (Math section), or a minimum score of a 480 or higher on the most current administration of the PSAT (Math section).

AP Calculus - ——— Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the **most current Math** section of the PSAT/SAT;
OR ——— Student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the **most current Math** section of the PSAT/SAT.

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

AP Statistics - ——— Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the **most current Math** section of the PSAT/SAT;
OR ——— Student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the **most current Math** section of the PSAT/SAT.

*PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

Criteria for Business Courses BUSINESS COURSES

AP Macroeconomics/AP Microeconomics/AP Economics - ——— Student attains a minimum semester 1 average of 85 in honors math and language arts and a minimum score of 550 on the

most current ELA and mathematics section of the PSAT/SAT. **OR** ——— ~~S~~student attains a minimum semester 1 average of 92 in college preparatory math and language arts and a minimum score of 550 on the **most current** ELA and mathematics sections of the PSAT/SAT. *PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.

Criteria for Computer Science Courses ~~COMPUTER SCIENCE COURSES~~

AP Computer Science - ——— Student attains a minimum score of ~~600~~ **580** on the ELA and Mathematics sections of the **most current** PSAT/SAT.

***PSAT and SAT score criteria are subject to change based on new high school proficiency requirements to be set by the state of New Jersey.**

Approved: February 26, 2015

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Revised (First Reading): July 18, 2019

Revised (Second Reading): August 29, 2019

District Policy

5530- SUBSTANCE ABUSE (M)

Section: Students

Date Created: July, 2019

M

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

A. Definitions

N.J.S.A. 18A:40A-9

N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.

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

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means:

- All Dangerous controlled substances as so designated in N.J.S.A. 2A:21-1 et seq;
- All chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A:170-25.9;
- All beverages and food containing alcohol or other illegal drug;
- Any prescription or patent drug except those for which permission to use in school has been granted pursuant to Board policy;
- Soft drugs meaning marijuana or alcohol;
- Hard drugs meaning prescription drugs, pills, heroin, cocaine, steroids, etc;
- Tobacco/nicotine products, including vapor paraphernalia

8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

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

The Board prohibits the use, possession, and/or distribution of any substance or substance paraphernalia on school premises, at any event on the school premises that is sponsored by the Board, and on any transportation vehicles by the board.

A pupil who uses, possesses, or distributes a substance on or off school premises, or at school sponsored functions will be identified, evaluated, and reported in accordance with the law and will be subjected to discipline. Discipline will be graded to the severity of the offense, the nature of the problem and the pupil's needs. Discipline may include suspension or expulsion. Discipline may also include suspension from extra curricular activities or performance of community service hours. For a pupil to be able to return to extra curricular activities, a negative drug test result and medical clearance from a doctor must be given to the SAC.

The Board may establish consequences for a pupil not following through on recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3 (a).

If the offense is using a tobacco/nicotine product, a fine will be issued along with the discipline in accordance to New Jersey State Law and District Policy.

C. Instruction

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

The Board shall provide a comprehensive program of prevention, intervention, referral for evaluation, refer the nature of drugs, alcohol, anabolic steroids, tobacco/nicotine, and controlled dangerous **substances** in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

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

1. Alcohol or Other Drugs

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8. The administration also has the right to administer a passive breath alcohol sensor device on any student suspected of being under the influence of alcohol.

c. If the written report of the medical examination is provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. If a written report is not taken and submitted within twenty-four hours of the referral of the pupil, the pupil is deemed positive and will be subjected to discipline, as in accordance with the Code of Conduct. The pupil is also deemed positive in the event of a drug test refusal.

d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.

f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.

h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-

8. In addition, the pupil will be added to the Random Alcohol and Drug Testing Pool as per District Policy #2435.1

2. Anabolic Steroids

a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.

c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.

d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.

e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.

f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.

3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous **substance**, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.

4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.

5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

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

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

F. Parent Training Program/Outreach Program

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

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

G. Records and Confidentiality of Records

42 CFR Part 2
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

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

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

H. Nonpublic School Students

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

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

I. Civil Immunity

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

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

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

J. Reporting Students to Law Enforcement Authorities

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

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

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

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) and (b)

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

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

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

Revised (First Reading): July 18, 2019

Revised (Second Reading): August 29, 2019

District Regulation

5530 - SUBSTANCE ABUSE (M)

Section: Students

Date Created: July, 2019

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.

2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).

3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.

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

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means:

- All Dangerous controlled substances as so designated in N.J.S.A. 2A:21-1 et seq;
- All chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A:170-25.9;
- All beverages and food containing alcohol or other illegal drugs;
- Any prescription or patent drug except those for which permission to use in school has been granted pursuant to Board policy;
- Soft drugs meaning marijuana or alcohol;
- Hard drugs meaning prescription drugs, pills, heroin, cocaine, steroids, etc;
- Tobacco/nicotine products, including vapor paraphernalia

8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

a. Any offense: Refer code of conduct

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

a. Any offense: Refer to code of conduct

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational

services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.

b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

(1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;

(2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;

(3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or

(4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.

(1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.

(2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.

e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.

(1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.

(2) The referring staff member shall file with the Principal a verbal account or written report describing the incident. The report shall include all information necessary for a complete, accurate reporting on the Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:

(1) Immediately notify the student's parent and the Superintendent or designee;

(2) Arrange for an immediate outside medical examination of the student for the purpose(s) of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and

(3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required outside medical examination required in N.J.S.A. 18A:40A-12.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

d. The medical examination shall be performed by a physician licensed to practice medicine who is selected by the parent.

(1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

(2) The examination shall be at the expense of the parent and not the district Board of Education.

e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.

(1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.

(2) The student's parent, if available, shall also accompany the student.

(3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.

f. The Board of Education will have a plan in place for the appropriate supervision of the student:

(1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and

(2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.

(1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine shall establish minimum requirements for the medical report. The minimum

requirements for the examination will be periodically reviewed and updated as needed.

(2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.

(1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.

(2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).

(3) The parent(s) is responsible for submitting the results of the alcohol and/or drug screening to the Principal or designee within 15 business days. Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).

i. If the written report of the medical examination is provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. If a written report is not taken and submitted within twenty-four hours of the referral of the pupil, the pupil is deemed positive and will be subjected to discipline, as in accordance with the Code of Conduct. The pupil is also deemed positive in the event of a drug test refusal.

j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.

K. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(1) The student will be returned as soon as possible to the care of the parent;

(2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.

(3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

(1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:

(1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

(2) The identity of the student believed to have been in possession of the substance or paraphernalia.

d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.

(1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.

2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.

4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous

substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.

2. The program shall, at a minimum, provide:

a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;

b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;

d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and

e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.

3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.

2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.

3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;

b. Pursuant to a court order;

c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or

d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Electronic Violence and Vandalism Reporting System (EVVRS).

Revised (First Reading): July 18, 2019

Revised (Second Reading): August 29, 2019

2340 Field Trip Policy

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. The principal of the building must make sure that all field trips are connected with instructional objectives. Since field trips provide first-hand educational experiences and are connected with instructional objectives, field trips must be correlated to the curricula of a subject.

The Board shall approve all overnight field trips. The Superintendent shall approve all other field trips. No field trip shall be approved unless it contributes to the achievement of specified instructional objectives. All overnight trips must have medical personnel on premises; otherwise a nurse, preferably with school nurse certification and with prior approval by the Board of Education when possible, must be in attendance.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval.
- B. Costs must be ascertained. With the knowledge of the Principal, teachers are responsible for the record-keeping and the collection of the fees associated with field trips for which they have received approval.
- C. Each child who goes on a field trip or excursion must have written parent/guardian permission.
- D. Student safety must be of prime concern. The Principal and/or designee must take responsibility for establishing the security plan for the trip with the lead teacher and administrator who will be participating. A detailed security plan must be reviewed by the Principal and/or designee and submitted to the Superintendent. While the lead teacher should recruit other staff members from the district, other adults may participate on the trip for the sole purpose of acting as chaperones. No adult may be involved in the trip without supervision responsibilities.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives. There cannot be "free time" assigned on any single day or overnight field trip; students must be accountable to a chaperone at all times; students must be accounted for and in rooms for any evening.
- F. Each field trip should be evaluated by students, teachers, and the administration. Field trips that are designated "class trips" should be equally available to all members of that grade level, of course following the guidelines specified in this policy.

- G. The person who signs the application must be an administrator going on the trip. This person will be known as the trip leader and is responsible for planning and conducting the trip, and for implementing a security plan. For overnight field trips, the administrator must submit to the Principal a security plan that must be prepared prior to the commencement of the trip. This security plan must describe manner of bed checks and must include emergency contact information detailing the itinerary (hotels, destinations, transportation company information, etc.), for administrators, juvenile officer or SRO, parents, and nurse. The security plan must include maps/emergency contact information for students who may become separated from the group. The security plan must detail responsibilities of the each chaperone with his/her student assignments for the length of the overnight trip at all times.

As per Board Policy and Regulation, 5770 - Pupil Right of Privacy, the trip leader, lead teacher, or administrator has the right to inspect luggage or any bag of any student for reasons that might put the safety and security of student or students in jeopardy. As per Board Policy and Regulation 5770, "A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property."

Note: Parents, students, and all involved must know that the trip will end immediately subject to the discretion of the lead chaperone and administrator should catastrophic or other unforeseen circumstances occur that jeopardizes one or all of the participants. No refund is available to participants if the decision of the lead teacher/administrator requires immediate cessation of the trip.

H. School Nurse Attendance at Field Trips

All teachers will notify the school nurse upon the submission of paperwork for a class trip. All class trips, both full day and half day, should be included. In an attempt to provide coverage for the trip, notification to the nurse should be made one month prior to scheduled trip.

The teacher will provide the school nurse with a list of all students and faculty that will be present on the class trip.

The school nurse will review the list with the building Principal and determine if there are any students that require a nurse and/or parent present. This decision will be based on the total number of students with medical issues as well as consideration of the severity and need for monitoring of those medical issues.

If the school nurse and Principal determine that a nurse or parent should be present, the following steps should be taken:

- The teacher will be notified by the school nurse. A discussion as to the appropriateness of the parent chaperone will be discussed.

- If agreed by the teacher and the school nurse, the parent/guardian will be asked if he/she would like to chaperone.
- If the parent/guardian is unable to chaperone, a school nurse will attend the class trip.
- If a nurse is not available for the date requested, the trip will be rescheduled for a date that a nurse or substitute nurse is available.
- In the event that the only students attending the trip require a nurse are students with food allergies (that require the availability of Epi pen): it will be determined if an Epi pen Delegate (*) is scheduled to go on the trip. If an Epi pen delegate is attending, this information will be forwarded to the parent/guardian.
- There are students that have documentation for self administration of medications. The school nurse will speak to the parents of these students, and in collaboration, will determine whether a school nurse is necessary. The 504 plan; IHP, and current condition of the student will be considered. It is understood that this determination may change at any time up until the time of the trip.
- It remains the parent's decision to send the student with knowledge that a nurse will or will not be attending the class trip. There will be communication between the school nurse and the parent.

Overnight trips should include a school nurse, if traveling by plane.

Any staff member may be Epi pen trained by a school nurse. As per district policy, an Epi pen delegate must be CPR certified.

- I. A list of all participants attending the trip (teachers, students, chaperones, nurse) must be submitted before the trip is approved.
- J. No adult may attend the trip unless he/she is a chaperone. Chaperones will be required to sign a document that details their responsibilities for the length of the trip and for which they will be held accountable. The responsibilities of the chaperones are also connected with the security plan.
- K. No adult can leave the planned itinerary with his/her child or anyone else involved with the trip for any reason, except under emergency circumstances and with knowledge of the administrator and lead teacher.
- L. No administrator, teacher, staff member, chaperone can drink alcohol at any time (alone or in the presence of students) during the length of the trip.
- M. All overnight field trips must have an administrator and/or security personnel.

Parents/guardians shall be asked to bear all expenses. No student is to be denied the right to participate because of inability to pay. Students may participate in fundraising opportunities. A

payment plan will be offered to parents/guardians who have difficulty meeting the financial obligation of a class trip at one time.

No teacher shall change a planned itinerary while a field trip is in progress, except where the health, safety or welfare of the students in his/her charge is in danger. The teacher shall notify the Principal of such itinerary change as soon as possible.

The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Superintendent. No staff member may solicit students of this district for such trips within the facilities or on the school grounds of this district without the Superintendent's permission.

All High School and Middle School Field Trips:

Specific disciplinary violations that constitute consequences that will count toward a student being denied field trip privileges:

1. Disruption to educational process or the orderly management of the school.
2. Any and all violations of the regulation regarding smoking.
3. Leaving the school building or property without proper permission.
4. Fighting.
5. Theft.
6. Vandalism.
7. Insubordination.
8. Throwing objects.
9. Profanity, vulgarity or obscene gestures/acts.
10. Cutting, truancy and excessive tardiness/absences
11. Refusal to attend administrative detention.
12. Possession and/or use of illegal substance(s) or items.
13. Defamation of a cultural, racial or religious group.

14. Harassment/Intimidation/Bullying.

15. Endangering the welfare of others. Includes threats to others.

The above listed violations will receive consequences and removal from all field trips in accordance with the conduct policy based on the following:

- ~~Three (3) Disciplinary Referrals resulting in central detentions~~
- ~~Two (2) Separate Saturday school detentions and/or in school suspensions~~
- ~~One (1) out of school suspension~~
- ~~Fifteen unexcused tardies~~
- ~~Excessive disciplinary action will result in loss of class privileges~~
- ~~After 12 or more absences, a student may lose grade level privileges.~~

- **Four (4) separate Disciplinary Referrals resulting in Central Detentions;**
- **Three (3) separate Saturday School Detentions**
- **Two (2) separate In-School Suspensions;**
- **One (1) Out-of-School suspension;**
- **Fifteen (15) or more unexcused tardies;**
- **Fifteen (15) or more unexcused absences.**
- **Excessive disciplinary action will result in loss of class privileges/field trips.**

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

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