

PRE-K – 5

PUPIL DISCIPLINE/CODE OF CONDUCT

- 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 & 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 pre-determined consequences listed below.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Disruptive Behavior (Policy #5600)	1 st offense	Teacher warning	
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal/Parent Notification	
	4 th offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	5 th offense	Referral to the Principal/Principal's Detention/Parent Conference	
Littering on School Property	1 st offense	Referral to the Principal/Warning	
	2 nd offense	Referral to the Principal/Parent Notification	
	3 rd offense	Referral to the Principal/ Parent Notification/Principal's Detention	

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Offensive Language/Written/Gestures	1 st offense	Referral to the Principal/Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	
Inappropriate Physical Contact	1 st offense	Referral to the Principal/Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	
Insubordination - Refusal to Hand Over Unauthorized Device to School Personal /Electronics /Cell Phone (policy #5131.9)	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/ISS/Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 rd offense	Referral to the Principal/ISS/Parent Conference	

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Theft Personal/School Property	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/ISS/Parent Conference	
Destruction of Property/Stealing/ Arson/False Alarm (Policy #5131.5)	1 st offense	Up to 5 Days OSS & Restitution for Damages	Police Contacted/ Parent Notification
	2 nd & Subsequent offense	Up to 10 Days OSS & Restitution for Damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/ISS/Parent Conference	Possible Restitution
Verbally Threatening a Staff Member (policy #5131.5)	1 st offense	Referral to the Principal and Guidance Counselor/ ISS/Parent Conference	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal and Guidance Counselor/ OSS/Parent Conference	Subsequent offense may include: Alternative Placement
Fighting	Any offense	Referral to the Principal and Guidance Counselor/ ISS/Parent Conference	If definitive 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 (policy #5131.6)	Any offense	Indefinite suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified Subsequent offense may include: Alternative Placement

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Sale & Distribution of CDS (policy #5131.6)	Any offense	May include: 10 Day OSS/Expulsion Referral to Student Assistance Counselor Referral to Community Agency Referral to Child Study Team 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 expulsion hearing.
Use of Controlled Substance/Possession/Alcohol (policy #5131.6)	1 st offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 nd offense	10 Days OSS and Referral to Student Assistance Counselor	Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent) (policy #5132)	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available	
	1 st offense	Warning	
	Subsequent	Principal's Detention	
Smoking	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	Possible Referral to the Student Assistance Counselor
	3 rd offense	Referral to the Principal/ISS/Parent Conference	
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/Firearms/Zero Tolerance (policy # 5131.7)	Any offense	Up to 10 Days OSS/ Parents Notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for school (policy # 5110)		Please refer to the Elementary School K-5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee

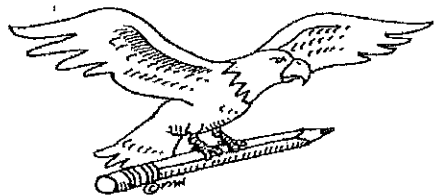
STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Cutting Detention	1 st offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS
	2 nd offense	Referral to the Principal/2 Principal's Detention/Parent Conference	
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	

Harassment, Intimidation, and Bullying Definition

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

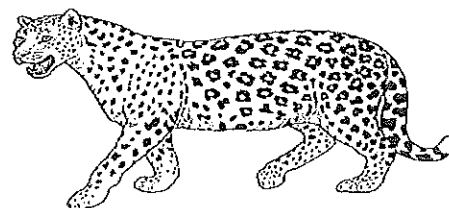
1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic;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

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



Euclid School

HASBROUCK HEIGHTS ELEMENTARY SCHOOLS



Lincoln School

SY1718 Text Books: Elementary Schools

Grade/Subject Area	Title	Consumable/Text	ISBN	Copyright
<u>Kindergarten</u>				
Language Arts Literacy	SRA Phonics 1	Consumable	0-02-686009-0	1995
Language Arts Literacy		Consumable		
Mathematics	Go Math, Common Core Edition	Consumable	978-0-544-39011-9	2015
<u>1st Grade</u>				
Language Arts Literacy	SRA Phonics 2	Consumable	0-02-686010-4	1995
Language Arts Literacy				
Mathematics	Go Math, Common Core Edition	Consumable		2015
Science	Science, Grade 1	Textbook	0-328-10001-3	2006
Social Studies	Social Studies Alive! My School and Family	Textbook	978-1-58371-089-0	2016
Language Arts Literacy	Handwriting 2C (pgs. 1-45)	Consumable	978-0-7367-6838-2	2012
<u>2nd Grade</u>				
Language Arts Literacy	SRA Phonics 3	Consumable	0-02-686011-2	1995
Language Arts Literacy				
Mathematics	Go Math, Common Core Edition	Consumable	978-0-544-39013-3	2015
Science	Science, Grade 2	Textbook	0-328-10002-1	2006
Social Studies	Social Studies Alive! My Community	Textbook	978-1-58371-096-8	2016
Language Arts Literacy	Handwriting 2C (pgs. 46-168)	Consumable	978-0-7367-6838-2	2012
<u>3rd Grade</u>				
Language Arts Literacy	Journey's	Textbook	0-547-25153-X	2011
Language Arts Literacy	Sadlier Vocab Workshop, Green	Consumable	978-0-8215-8003-5	2011
Mathematics	Go Math, Common Core Edition	Consumable	978-0-544-39014-0	2015
Science	Science, Grade 3	Textbook	0-328-10003-1	2006
Social Studies	Social Studies Alive! Regions of Our Country	Textbook	978-1-58371-743-1	2016
Language Arts Literacy	Handwriting 3	Consumable	978-0-7367-6839-9	2012

4th Grade				
Language Arts Literacy	Journey's	Textbook	0-547-25156-4	2011
Language Arts Literacy	Sadlier Vocab Workshop, Orange	Consumable	978-0-8215-8004-2	2011
Mathematics	Go Math, Common Core Edition	Consumable	978-0-544-39015-7	2015
Science	Science, Grade 4	Textbook	0-328-10004-8	2006
Social Studies	Social Studies Alive! America's Past	Textbook	978-1-58371-994-7	2016
5th Grade				
Language Arts Literacy	Journey's	Textbook	0-547-25157-2	2011
Language Arts Literacy	Sadlier Vocab Workshop, Blue	Consumable	978-0-8215-8005-9	2011
Mathematics	Go Math, Common Core Edition	Consumable	978-0-544-39016-4	2015
Science	CPO Earth Science	Textbook	1-58892-476-9	2007
Social Studies	History Alive! The Ancient World	Textbook/Online	978-1-58371-217-7	2017

Timestamp	Staff Member Name/Dep. Course:	Title of Textbook/Workbook	Is this a Textbook or a Workbook?	Author/Publisher	ISBN #:	\$ Amount
5/23/2017 8:35:53	Maria Abadie/PE	Health	Textbook	None at this time	N/A	N/A
5/23/2017 8:35:51	Kim Caputo Math	Go Math Middle School Grade 6	Workbook	Burger Dixon Karolad Larson Sandoval Martinez	978-0-544-06571-0	60
5/23/2017 8:50:27	david castello science	Physical, Earth, and Space Science	Textbook	CPO	978-1-60431-100-6	\$55.95
5/23/2017 8:35:05	Daniel Rios/US Science	CPO Physical Science	Textbook	TCI	101-58892-496-X	N/A
5/23/2017 9:25:53	Mat Sparadoc/Social Stud: Social Studies 7-8	History Alive! The U.S. through Industrialism	Textbook	TCI	978-1-60431-271-9	N/A
5/23/2017 8:27:48	Matthew Sparadoc/Social Studies 6	History Alive! The Medieval World and Beyond	Textbook	TCI	978-1-60431-234-4	\$70
5/23/2017 9:31:18	KATHY TOY - SCIENCE	CPO LIFE SCIENCE	Textbook	CPO SCIENCE	101-58892-487-4	
5/23/2017 9:48:11	Angela O'Brien - Math	Algebra 1 Common Core - Pearson	Both a text and workbook	Pearson	978-0-13-316561-4	No idea?? We need to order 1 workbook for each student who is enrolled in algebra next school year
5/23/2017 9:51:19	margaret fozzi science classes	Go Math - Grade 8	Workbook	Houghton Mifflin Harcourt	978-0-544-05876-7	I have no idea
5/23/2017 10:12:08	Michelle D'Pino/Math	Go Math Middle School Grade 6	Workbook	none	none	none
5/23/2017 10:33:04	Matthew Siddian Writing 7	Satlier Vocabulary Workshop	Workbook	Houghton Mifflin Harcourt	978-0-544-05872-5	\$21.55
5/23/2017 14:01:56	Jana Gray/Social Studies	United States History	Workbook	Jerome Stotsak/Sadlier	978-0-544-06571-0	\$14.28 each \$12.99 each for 3-9 copies \$9.99 for 10 or more
5/23/2017 14:38:32	Eileen Drago Algebra 1 Topics 8H	Vocabulary Workshop	Textbook	Owensell and White/Holt McDougal	978-0-547-48428-0	\$5
5/23/2017 15:07:12	Carolynne Healey/Math Topics 7H	Practice and Problem Solving Workbook Compk Workbook	Textbook	William H. Sadler, Inc.	978-0-8215-5006-6	\$9.99
5/23/2017 15:14:40	Carolynne Healey/Math Topics 7H	Go Math Middle School Accelerated Grade 7	Textbook	Pearson	ISBN-13: 978-0-13-313185	\$4.97
5/23/2017 8:43:07	James Mukia / Social Stl. Social Studies 6	History Alive! The Medieval World and Beyond	Textbook	Burger/Houghton Mifflin Harcourt	ISBN-13/EAN: 978054417	\$21.65
5/23/2017 8:43:07	James Mukia / Social Stl. Social Studies 7	History Alive! The United States Through Indust	Textbook	TCI	978-1-60371-234-4	\$50.00
5/23/2017 8:43:07	James Mukia / Social Stl. Social Studies 7	Physical, Earth, and Space Science	Textbook	TCI	978-1-60371-271-9	\$50.00
5/31/2017 9:43:56	david castello Math 8/Math Topics 8	Go Math	Textbook	School Specialty	978-1-60431-097-9	60
5/31/2017 10:09:55	Christy Pellegrini/Math Literature/Reading 7	Elements of Literature	Textbook	edward Burger/ Houghton Mifflin Harcourt	978-0-544-06551-2	26.97
5/31/2017 10:35:01	Kimberly D'Amadio Math 6 Topics	Go Math	Textbook	Holt, Rinehart & Winston	978-0-544-06571-0	80
5/31/2017 11:10:59	Pat Gabrielle/Math Math 8/Math 8 Topics	Go Math	Textbook	Houghton Mifflin Harcourt	978-0-544-06571-0	\$85
5/31/2017 11:12:09	Patrick Gabriele Language Arts 8th grade	Elements of Literature	Textbook	Houghton Mifflin Harcourt	978-0-544-06551-2	\$85
5/31/2017 11:21:11	Gina Rowland/English Language Arts 8th grade	Elements of Language	Textbook	Holt, Rinehart, Winston	0-03-068874-2	49.99
5/31/2017 11:27:53	Gina Rowland/English Language Arts 8th grade	Beyond the Diary	Textbook	Holt, Rinehart, Winston	0-03-068874-2	42.99
5/31/2017 11:31:24	Gina Rowland/English Language Arts 8th grade	Soldier-X	Textbook	Road van der Red	914-02-6826-0	8.99
5/31/2017 11:33:26	Gina Rowland/English Language Arts 8th grade	Mice and Men	Novel	Don Wulfson	0-14-3506-75-9	6.99
5/31/2017 11:37:05	Gina Rowland/English Language Arts 8th grade	Vocabulary Workshop	Textbook	Sadler	978-0-14-017739-8	9.99
5/31/2017 11:40:07	Gina Rowland/English Language Arts 8th grade	Discoveries in Literature	Textbook	Jerome Stotsak/Sadler	978-0-14-017739-8	8
5/31/2017 13:15:41	Kevin - Special Educator Writing 7 OCR	Grammar for Writing 5	Textbook	Scott Foresman	0-673-285-77-7	38.90
5/31/2017 13:21:23	Kevin - Special Educator Language Arts 6 OCR	Grammar for Writing 7	Textbook	Sadler	978-4217-1106-5	\$29.45
5/31/2017 13:23:05	Kevin - Special Educator Writing 5 OCR	Vocabulary Workshop A	Textbook	Sadler	978-1-4217-1117-1	\$29.45
5/31/2017 13:24:41	Kevin - Special Educator Writing 7 OCR	Vocabulary Workshop B	Textbook	Sadler	978-0-8215-8006-6	\$11.95
5/31/2017 13:25:54	Kevin - Special Educator Writing 7 OCR	Vocabulary Workshop C	Textbook	Sadler	978-0-8215-8007-3	\$11.95
5/31/2017 13:28:42	Kevin - Special Educator Language Arts 6 OCR	Vocabulary Workshop C	Textbook	Sadler	978-0-8215-8008-0	\$11.95
5/31/2017 13:31:20	Kevin - Special Educator Reading 7 OCR	Temple Grandin	non-fiction book	Houghton Mifflin Harcourt	978-0-547-44315	\$10.07
5/31/2017 13:33:16	Kevin - Special Educator Language Arts 6 OCR	Chasing Lincoln's Killer	non-fiction novel	Scholastic Press	978-0-439-93264-8	\$8.51
5/31/2017 13:42:37	Amanda Mail/ Special Ed: Social Studies 7H	America's Past	Textbook	TCI	978-1-60371-694-7	52
5/31/2017 13:45:02	Amanda Mail/ Special Ed: Social Studies 7H	The United States Through Industrialization	Textbook	TCI	978-1-60371-694-7	75
5/31/2017 13:48:43	Amanda Mail/ Special Ed: Reading 6-8	Vocabulary Workshop - Orange Level	Textbook	Sadler	978-0-8215-8004-2	N/A
5/31/2017 13:48:43	Amanda Mail/ Special Ed: Reading 6-8	GO Math 7	Textbook	Houghton Mifflin Harcourt Publishing Company	978-0-544-05875-6	7
5/31/2017 11:46:04	Jan Keller/Math US II (8th Grade)	History Alive! The United States Through Indust	Textbook	TCI	978-1-60371-271-9	N/A
5/31/2017 8:55:11	Silvana/McGraw - SS	History Alive! The United States Through Indust	Textbook	TCI	978-1-60371-271-9	7
5/20/2017 13:35:35	Leti Citron/MS Reading	Tuck Everlasting	novel	Natalie Babbitt	13-978-0-590-98865-5	7.95
5/20/2017 13:37:00	Leti Citron/MS Reading	Roll of Thunder, Hear My Cry	Novel	Mildred Taylor	9780590 982078	7.99
5/20/2017 13:37:48	Leti Citron/MS Reading	The Giver	Novel	Luis Lowry	978-0-544-34088-8	9.99

Timeframe	Staff Member Name	Department	Course	Title of Textbook / Workbook	Is this a textbook or a work Author / Publisher	ISBN#	Quantity	\$ Amount (\$ applicable) 83 \$5.95 (price on amazon)
6/20/2017 10:17:28	Amara Minardi	Math	Algebra 1	HIGH SCHOOL MATH: 2015 COMMON CORE ALGEBRA 1 STUDENT EDITION	PRENTICE HALL	ISBN-13: 978-013208114	30	
6/19/2017 8:40:34	Beth Caffery	World Language	Spanish 1	Avancemos 1	McDougal Littell	ISBN-13: 978-013208114	30	
6/19/2017 8:43:49	Beth Caffery	World Language	Spanish 2	Avancemos 2	McDougal Littell	ISBN-13: 978-013208114	45	
6/19/2017 8:21:56	Cassano	Math	AP Calculus	Calculus 100 AP Edition	Author/Larson/Edwards	ISBN-13: 978-0-203-09030-9	45	\$29.99
6/22/2017 8:07:12	Cassano	Math	Geometry	Geometry	Larson (McDougal)	ISBN-13: 978-0-07-474714-2	23	\$32.00
6/19/2017 8:14:52	Catherine Cassidy	Social Studies	Modern American History	History Alive! Pursuing American Ideals © 2013	TCL	none	online	I do not know the cost per pupil. Nicole DeBentis does
6/20/2017 10:15:05	Cheryl Reed	AP- Not Applicable						
6/22/2017 14:15:48	Daniela Mondell	English	English 10	College Prep 6 Literature: Timeless Voices, Timeless Themes (The American Experience)	Pearson - Prentice Hall	ISBN-13: 978-0-13-184383-7	97	Approx \$45 used, the book is out of print
6/22/2017 14:15:48	Daniela Mondell	English	English 10	College Prep 6 Literature: Timeless Voices, Timeless Themes (The American Experience)	Pearson - Prentice Hall	ISBN-13: 978-0-13-184383-7	95	\$5.95
6/22/2017 14:15:48	Daniela Mondell	English	English 10	College Prep 6 Literature: Timeless Voices, Timeless Themes (The American Experience)	Pearson - Prentice Hall	ISBN-13: 978-0-13-184383-7	141	\$15.00
6/22/2017 14:20:43	Daniela Mondell	English	English 10	College Prep 6 Literature: Timeless Voices, Timeless Themes (The American Experience)	Pearson - Prentice Hall	ISBN-13: 978-0-13-184383-7	27	?
6/22/2017 14:23:38	Daniela Mondell	English	English 10	College Prep 6 Literature: Timeless Voices, Timeless Themes (The American Experience)	Pearson - Prentice Hall	ISBN-13: 978-0-13-184383-7	43	
6/20/2017 13:55:24	Elizabeth McGinly	Social Studies	Sociology	Sociology and You	Robert W. Gennep, Glencoe	ISBN-13: 978-0-07-434656-1	154	75
6/21/2017 11:32:45	Ian Zellman	Science	Biology	Biology (Zebra)	Glencoe Science	ISBN-13: 978-0-07-434656-1	51	\$5.00
6/21/2017 11:35:52	Ian Zellman	Science	Earth Science	Earth Science (Orange Lane)	Glencoe Science	ISBN-13: 978-0-07-434656-1	90	\$5.00
6/22/2017 11:02:48	John Van Dam	English-Language Arts (H)	English 11	British Literature: Middle side-by-side text	Prentice Hall	ISBN-13: 978-0-13-05280-4	125	out of print (new was \$50)
6/22/2017 11:05:32	John Van Dam	English-Language Arts (H)	English 11	British Literature: Middle side-by-side text	Prentice Hall	ISBN-13: 978-0-13-05280-4	45	\$74
6/22/2017 11:02:13	John Van Dam	English-Language Arts (H)	English 12	AP Literature & Composition	Bedford/St. Martin's	ISBN-13: 978-0-312-38805-3	124	
6/22/2017 11:02:13	John Van Dam	Mathematics	Algebra 2	Algebra 2	McDougal Littell	ISBN-13: 978-0-07-474714-2	35	
6/22/2017 7:59:09	John Zuehlus	Mathematics	Geometry	Geometry	Larson	ISBN-13: 978-0-07-474714-2	26	0
6/19/2017 10:49:11	Kalley MacDonald	Social Studies	Modern US History	History Alive! Pursuing American Ideals - I have a shared class set of textbook, other	TCL Teacher's Curriculum	ISBN-13: 978-1-934534-88-5	26	(only have 25 for bot
6/19/2017 10:50:48	Kalley MacDonald	Social Studies	Entry US History	History Alive! Pursuing American Ideals - I have a shared class set of textbook, other	TCL Teacher's Curriculum	ISBN-13: 978-1-934534-88-5	47	No longer in print. Available on Amazon used for under \$10.
6/22/2017 13:42:18	Laura Czekaj	English	AP Language and Composition	AP Language and Composition	Shes, Sonnet and Arden	ISBN-13: 978-0-312-45052-6	36	85
6/21/2017 9:37:03	Maria Squillacce	World Language	Spanish III	Avancemos 3	McDougal Littell	ISBN-13: 978-0-07-434656-1	28	85
6/21/2017 8:42:02	Maria Squillacce	World Language	Spanish I	Avancemos 1	McDougal Littell	ISBN-13: 978-0-07-434656-1	28	85
6/21/2017 9:47:37	Maria Squillacce	World Language	Spanish IV	Triangulo A propaislo	Wayside Publishing	ISBN-13: 978-0-07-434656-1	30	60
6/21/2017 9:47:37	Maria Squillacce	World Language	Spanish IV	Una Voz mas	Pearson	ISBN-13: 978-0-07-434656-1	70	
6/22/2017 11:41:20	Nicole Pease	World Language	Italian 2	Cloot	Lansea Riggs	ISBN-13: 978-0-07-434656-1	60	
6/22/2017 11:41:20	Nicole Pease	World Language	Italian 1	Avanti Con Litaliano	Glencoe	ISBN-13: 978-0-07-434656-1	7	
6/19/2017 12:51:30	Ruth Hymson	Science	Physics	Physics 6th Revised Edition	Arden	ISBN-13: 978-0-07-434656-1	37	
6/19/2017 12:51:30	Ruth Hymson	Science	Conceptual Physics	Conceptual Physics	Arden	ISBN-13: 978-0-07-434656-1	89	
6/21/2017 21:15:31	Runeo	Math	Geometry	Larson Geometry: Common Core Edition	Hay McDougal	ISBN-13: 978-0-07-434656-1	89	
6/22/2017 6:25:28	Runeo	Math	Statistics	Larson Geometry: Common Core Edition	Hay McDougal	ISBN-13: 978-0-07-434656-1	60	
6/19/2017 10:18:18	Shoshanna Michail	Math	English 11	The Practice of Statistics	Stanton, Yalen, Moor	ISBN-13: 978-0-07-434656-1	10	
6/19/2017 7:41:37	Suzanne Cairns	English	English 12	The British Tradition	Prentice Hall	ISBN-13: 978-0-07-434656-1	10	
6/19/2017 7:42:48	Suzanne Cairns	English	English 10	Vocabulary Workshop	Prentice Hall	ISBN-13: 978-0-07-434656-1	10	
6/19/2017 7:38:45	Suzanne Cairns	Science	AP Biology	The American Experience (Prentice Hall)	Prentice Hall	ISBN-13: 978-0-07-434656-1	42	amazon \$15-30
6/19/2017 12:22:14	Truher	Science	Anatomy and Physiology	Raven Biology 2010 9th edition	Shor et al. / McGraw-Hill	ISBN-13: 978-0-07-434656-1	45	
6/19/2017 12:22:14	Truher	Science	Accounting	Holes Human Anatomy and Physiology	Warren, Reeve, Duchne /	ISBN-13: 978-0-07-434656-1	28	
6/19/2017 12:23:47	Vanesca McCue	Social Studies	U.S. Government	Government Alive! Power, Politics, and You	TCL Teacher's Curriculum	ISBN-13: 978-1-934534-22-6		

ATTACHMENT 2

ORGANIZATION	CONTACT	Jud-17	FACILITY REQUEST	DATE REQUESTED
HHSA	M. Karcic 9739682661		Depken Field	Sundays 9/10/17 to 11/20/17 12 pm to 6 pm
ES PTA	M. Sickle's X8176		ES Gym	Oct 27, 2018 from 3:00 pm to 10:00 pm
ES PTA	M. Sickle's X8176		ES Gym	Mar 1, 2018 4:00 pm to 9:00 pm
ES 5th grade promotion	M. Sickle's X8176		HS Aud & Café	June 14, 2018 from 9:30 am to 11:30 am
ES 5th grade promotion	M. Sickle's X8176		HS Aud & Café	June 12, 2018 from 9:00 am to 11:30 am
ES Field Day	M. Sickle's X8176		Depken Field	5/25/18 and rain date 5/30/18 if school is closed on 5/25 due to unused snow day then field day will be 5/24/18 9 am to noon
ES PTA Talent Show Rehearsal	M. Sickle's X8176		HS Aud	3/28/18 5 pm to 9 pm
ES PTA Talent Show (Actual)	M. Sickle's X8176		HS Aud	3/29/18 4 pm to 9 pm
ES 5th grade picnic	M. Sickle's X8176		Woodland Park	8 am to 3:00 pm rain date 6/5/18
ES 5th grade dance	M. Sickle's X8176		ES Gym	6/8/18 7:30 pm to 9:30 pm

PTA 2017/2018 SY
Fundraisers

Wrapping Paper/Mixed Media Sale- (company is Believe Kids)
Kidstuff Coupon Book
Morning Coffee/after school treat sales
Scholastic Book Fairs - Fall and Spring
50/50 - Christmas Drawing
Holiday Gift Shop
Valentine's Day Grams
Movie Night
Gertrude Hawk Chocolate Sale
Kona Ice truck (possibly at young authors night)
Heights Wear Mixed Bags Sale
50/50 Spring Raffle
Various Restaurant Fundraisers (Houlihans/Panera/Bensi)
Paint and Sip Night

Starting date 6/1/2017 Ending date 6/30/2017

ATTACHMENT 

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001042	06/07/17		2727	FIRST STUDENT, INC.	\$1,903.00
001044	06/30/17		2727	FIRST STUDENT, INC.	\$730.00
020572 V	06/01/17	06/01/17	2040	WALMART	
020578	06/01/17		1743	ROJAS, KARINA	\$200.00
020579	06/01/17		0419	EJG Sports, LLC	\$176.00
020580	06/01/17		B995	CAPPADONA, LAUREN	\$250.00
020581	06/01/17		H846	KELLY, BARBARA	\$250.00
020582	06/01/17		W112	ABDELWAHAB, NOUR	\$50.00
020583	06/01/17		E549	AZER, AMANDA	\$200.00
020584	06/01/17		L439	MAGSINO, BEA	\$100.00
020585	06/01/17		C268	NOLLARA, MICAH	\$100.00
020586	06/01/17		F268	PIANESE, GINA	\$100.00
020587	06/01/17		2131	CAIAZZO, CHRIS	\$425.00
020588	06/01/17		2485	HHHS YEARBOOK	\$75.00
020589 V	06/01/17	06/06/17	1901	SADDLE RIVER TOURS	
020590	06/01/17		1851	SCE EVENT GROUP	\$1,480.00
020592 H	06/06/17		F946	HEIGHTS BAR & GRILL	\$300.00
020593 H	06/06/17		2063	QDOBA MEXICAN GRILL	\$396.50
020594	06/06/17		1864	HEIGHTS PIZZA	\$138.45
020595	06/06/17		M080	THE GREENWORLD PROJECT	\$530.60
020596	06/06/17		1901	SADDLE RIVER TOURS	\$5,790.00
020597	06/06/17		V215	ANNIBAL, CHRIS	\$400.00
020598	06/06/17		I256	BLUE DEVIL BASKETBALL	\$116.00
020599	06/06/17		K684	MIKAIEL, MINA	\$165.00
020600	06/07/17		1579	SCHOOL SPECIALTY, INC.	\$428.73
020601	06/13/17		2846	HEIGHTS FLOWER SHOPPE	\$2,375.00
020602	06/13/17		1417	MARCEL STUDIOS	\$1,638.00
020603	06/13/17		2404	WOODCLIFF MANOR	\$13,898.00
020604	06/13/17		1999	CASH	\$100.00
020605	06/13/17		1999	CASH	\$50.00
020606	06/13/17		1999	CASH	\$50.00
020607	06/13/17		1999	CASH	\$50.00
020608	06/13/17		1999	CASH	\$50.00
020609	06/13/17		1999	CASH	\$50.00
020610	06/13/17		1999	CASH	\$50.00
020611	06/13/17		1999	CASH	\$50.00
020612	06/13/17		1999	CASH	\$50.00
020614 V	06/21/17	06/30/17	1902	HAPPINESS IS CAMPING	
020615	06/21/17		R499	FRESCHI, KELLY	\$200.00

Starting date 6/1/2017 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
020616	06/21/17		2775	STAPLES ADVANTAGE	\$191.46
020617	06/21/17		1579	SCHOOL SPECIALTY, INC.	\$183.88
020621	06/21/17		8844	BAUER SPORTS SHOP	\$2,177.00
020622	06/21/17		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$4,090.70
020623	06/21/17		2088	T-RIFIC TEES LLC	\$2,906.18
020624 V	06/21/17	06/30/17	1902	HAPPINESS IS CAMPING	
020625	06/21/17		I725	NILSSON, LYNN	\$90.00
020626	06/21/17		1863	GILBYS	\$2,400.00
020627	06/22/17		W112	ABDELWAHAB, NOUR	\$100.00
020628	06/22/17		E549	AZER, AMANDA	\$600.00
020629	06/22/17		E287	BIENKOWSKA, NINA	\$100.00
020630	06/22/17		P044	DADA, PRAISE	\$100.00
020631	06/22/17		J313	KHALIL, YOUSTINA	\$225.00
020632	06/22/17		S457	MCCANN, KEVIN	\$100.00
020633	06/22/17		N339	STURM, BRANDON	\$100.00
020634	06/22/17		1559	LEISURE SPORTING GOODS	\$3,017.35
020635 V	06/30/17	06/30/17	H710	DAKOTA SINGERLINE	
020636	06/30/17		H710	DAKOTA SINGERLINE	\$600.00
020637	06/30/17		1849	AMAZON.COM	\$399.00
020638	06/30/17		0844	HERFF JONES	\$2,585.22
020639	06/30/17		P112	EAST COAST PREMIER	\$200.00
020640	06/30/17		0419	EJG Sports, LLC	\$63.15
020641	06/30/17		2846	HEIGHTS FLOWER SHOPPE	\$40.00
020642	06/30/17		X777	DOLKER, CHEME	\$40.00
020644	06/30/17		1902	HAPPINESS IS CAMPING	\$25,297.67
058096 V	04/27/17	06/06/17	1828	BCCA	(\$850.00)
058265 V	05/24/17	06/01/17	2764	PC RICHARD & SONS LLC	(\$449.77)
058297	06/01/17		0808	GOURMENT INFLIGHT	\$480.00
058298	06/01/17		2069	COMFORT INN & WEST AC	\$1,596.00
058299	06/01/17		0017	HELFANT, MATTHEW	\$300.00
058300	06/02/17		1746	COLLEGE BOARD/AP PROGRAM	\$8,736.00
058301	06/05/17		1400	THE GRAYCLIFF	\$2,562.00
058302	06/06/17		1828	BCCA	\$850.00
058303	06/08/17		D861	PREFERRED MECHANICAL INC	\$651,210.00
058304	06/09/17		0336	GL GROUP, INC.	\$31,500.00
058305	06/09/17		2642	KARL ENVIRONMENTAL GROUP	\$13,235.00
058306	06/09/17		0336	GL GROUP, INC.	\$86,000.00
058307	06/13/17		U651	BCWCA	\$1,200.00
058308	06/13/17		3021	A.T. & T	\$136.62

Starting date 6/1/2017 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058309	06/13/17		0075	AMERICAN PAPER & SUPPLY COMPANY	\$4,397.10
058310	06/13/17		2525	AT HOME MEDICAL	\$20.00
058311	06/13/17		2486	ATLANTIC BUSINESS PRODUCTS	\$4,080.57
058312	06/13/17		1845	BADRE, JEFF	\$150.00
058313	06/13/17		0339	BARCHINI, VINCENT	\$398.27
058314	06/13/17		1627	BAYADA HOME HEALTH CARE, INC.	\$4,216.00
058315	06/13/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$21,957.55
058316	06/13/17		4336	CABLEVISION	\$196.90
058317	06/13/17		9024	CABLEVISION LIGHTPATH	\$12,903.64
058318	06/13/17		5118	CATAPANE; JOAN	\$89.32
058319	06/13/17		4145	CHIEF FIRE EQUIPMENT & SERVICE CO.	\$15.75
058320	06/13/17		610	CIRACO, LISA	\$52.27
058321	06/13/17		1427	COSKEYS ELECTRONIC SYSTEMS	\$838.26
058322	06/13/17		0976	DAMICO, FRANK	\$300.00
058323	06/13/17		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$701.61
058324	06/13/17		1150	DELTA DENTAL	\$50,767.86
058325	06/13/17		0971	DELTA-T GROUP NORTH JERSEY, INC	\$1,998.74
058326	06/13/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$1,055.76
058327	06/13/17		2145	ESDALE, RYAN	\$50.00
058328	06/13/17		L383	FILE BANK ENTERPRISE DOCUMENT MANAGEMENT	\$576.22
058329	06/13/17		0352	FRIDMAN, ESTHER, M.D.	\$550.00
058330	06/13/17		9042	GIANCASPRO, VALERIE	\$50.00
058331	06/13/17		4316	HEALY AWARDS, INC.	\$973.10
058332	06/13/17		0716	HOME DEPOT	\$1,401.59
058333	06/13/17		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR	\$708.34
058334	06/13/17		0874	LEONIA BOARD OF EDUCATION	\$780.00
058335	06/13/17		3020	MASCHIO'S FOOD SERVICE, INC.	\$52,594.71
058336	06/13/17		4579	MASTROPIETRO, JOSEPH	\$350.00
058337	06/13/17		4644	MESSERY, DINA	\$50.00
058338	06/13/17		1016	METRO FIRE & SAFETY CO.	\$658.00
058339	06/13/17		0514	MIHALITSIANOS, GERASIMOS	\$279.00
058340	06/13/17		2693	PROFESSIONAL EDUCATION SERVIES INC	\$600.00
058341	06/13/17		5981	SCANTRON CORP.	\$556.82
058342	06/13/17		4360	SCUILLA; MICHAEL	\$350.00
058343	06/13/17		4610	SIMMONS; LINDA	\$350.00
058344	06/13/17		2322	SOUTH BERGEN JOINTURE COMM.	\$8,664.53
058345	06/13/17		0639	SUEZ WATER OF NEW JERSEY	\$2,407.45
058346	06/13/17		0945	THE READING & WRITING PROJECT NETWORK	\$4,400.00
058347	06/13/17		2801	TREE-LAND NURSERY	\$2,775.00

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058348	06/13/17		M550	VARSITY ATHLETIC APPAREL, INC	\$608.50
058349	06/13/17		2492	VELIKY, ALISON	\$266.00
058350	06/13/17		4454	VERIZON	\$2,426.22
058351	06/13/17		2588	VERIZON WIRELESS	\$222.26
058352	06/13/17		1870	WAPPINGERS FALLS SHOPPER/SCHOOL PAPER EX	\$1,208.00
058353	06/15/17		1493	PETTY CASH/LINCOLN SCHOOL	\$273.67
058354	06/21/17		4360	SCUILLA; MICHAEL	\$1,610.76
058355	06/21/17		0119	TURTLE BACK ZOO	\$690.00
058356	06/22/17		R299	C&W FACILITIES SERVICES	\$250.00
058357	06/22/17		2715	FELICIAN UNIVERSITY	\$4,550.00
058358	06/22/17		U665	HUGHES, SAMANTHA	\$140.00
058359	06/22/17		R785	KAVANAGH, MIKE	\$140.00
058360	06/22/17		K600	MEYERS, TOM	\$140.00
058361	06/22/17		M496	STUART BURROWS - DV8 PROD.	\$250.00
058362	06/22/17		2145	ESDALE, RYAN	\$50.00
058363	06/23/17		0693	21 GOLF LLC	\$420.00
058364	06/23/17		2222	AIR GROUP LLC	\$2,026.72
058365	06/23/17		1701	ALPINE LEARNING GROUP, INC.	\$6,610.38
058366	06/23/17		7134	ALS TRUCK SERV/ATLANTIC TOWING RECOVERY	\$2,619.40
058367	06/23/17		1173	AMOROSI; JOHN M.	\$150.00
058368	06/23/17		2049	ANDOLENA; CAROL	\$298.40
058369	06/23/17		0087	APOLLO PRINT, INC.	\$79.00
058370	06/23/17		1627	BAYADA HOME HEALTH CARE, INC.	\$2,997.50
058371	06/23/17		2347	BEHAVIOR INTERVENTION RESOURCES	\$975.00
058372	06/23/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$41,960.89
058373	06/23/17		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$31,260.40
058374	06/23/17		1891	BERGENFIELD BOARD OF EDUCATION	\$14,306.00
058375	06/23/17		1216	BISCHOFF; MICHELLE	\$630.00
058376	06/23/17		0949	CARRERA, ROSARIO	\$2,712.50
058377	06/23/17		1487	CCL THERAPY, LLC	\$3,527.50
058378	06/23/17		0432	COLANGELO, JOSEPH	\$50.00
058379	06/23/17		2878	COLONIAL SPRINKLER & LIGHTING	\$1,011.50
058380	06/23/17		2294	CORNERSTONE DAY SCHOOL	\$7,775.25
058381	06/23/17		0971	DELTA-T GROUP NORTH JERSEY, INC	\$784.74
058382	06/23/17		0426	DINGERTOPADRE; MARIA	\$1,260.00
058383	06/23/17		4339	EDUCATION, INC.	\$61.18
058384	06/23/17		9049	ENGLEWOOD PUBLIC SCHOOL DISTRICT	\$176.80
058385	06/23/17		1480	FORUM SCHOOL	\$4,283.64
058386	06/23/17		4114	HACKENSACK UNIV MEDICAL CTR	\$966.00

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058387	06/23/17		1506	HERZ, MARDIA	\$3,760.00
058388	06/23/17		1210	INTEGRATED SYSTEMS & SERVICES INC.	\$471.50
058389	06/23/17		9213	INTEGRATED TRANSLATION SERVICES LLC	\$60.00
058390	06/23/17		0865	INVO HEALTHCARE ASSOC, LLC	\$26,960.75
058391	06/23/17		2092	JONES SCHOOL SUPPLY	\$193.41
058392	06/23/17		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,770.00
058393	06/23/17		4602	LEWITES; ABBE	\$100.00
058394	06/23/17		7385	MACHADO LAW GROUP, LLC	\$3,664.00
058395	06/23/17		6697	MASTBETH, JOSEPH	\$1,320.00
058396	06/23/17		1584	NAPA AUTO PARTS	\$14.34
058397	06/23/17		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$379.60
058398	06/23/17		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
058399	06/23/17		0680	NEW BEGINNINGS	\$944.84
058400	06/23/17		0382	NEW JERSEY MOTOR VEHICLE COMMISSION	\$50.00
058401	06/23/17		7259	NJSIAA	\$200.00
058402	06/23/17		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$684.00
058403	06/23/17		1245	PARAMOUNT EXTERMINATING	\$167.00
058404	06/23/17		J458	PASCACK DATA SERVICES, INC.	\$2,865.08
058405	06/23/17		1568	PHONAK LLC	\$1,679.39
058406	06/23/17		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
058407	06/23/17		2328	PSE & GCO	\$15,030.34
058408	06/23/17		1740	RIDDEL/ALL AMERICAN SPORTS CORP	\$82.29
058409	06/23/17		0830	SCHMARAK, JUSTIN	\$550.00
058410	06/23/17		2024	SHERWIN WILLIAMS CO.	\$98.19
058411	06/23/17		2322	SOUTH BERGEN JOINTURE COMM.	\$53,824.02
058412	06/23/17		4286	SPECTRUM CONSULTING, INC.	\$600.00
058413	06/23/17		0639	SUEZ WATER OF NEW JERSEY	\$419.69
058414	06/23/17		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC	\$450.00
058415	06/23/17		1358	RIDGEFIELD BOARD OF EDUCATION	\$8,666.00
058416	06/23/17		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN	\$2,596.00
058417	06/26/17		2056	SOUTH HACKENSACK BD. OF ED.	\$10,407.00
058418	06/26/17		7511	BOW TIE CINEMA LLC	\$911.50
058419	06/26/17		3247	CARLSTADT BOARD OF EDUCATION	\$5,245.82
058420	06/26/17		2727	FIRST STUDENT, INC.	\$450.00
058421	06/26/17		1074	MOONACHIE BOARD OF ED.	\$3,204.61
058422	06/26/17		2214	WOOD RIDGE BOE	\$2,286.36
058423	06/28/17		G773	ROMAN ACADEMY OF BEAUTY CULTURE INC	\$2,555.28
058424	06/28/17		0358	CORPUS CHRISTI SCHOOL	\$29,250.00
058425	06/29/17		3021	A.T. &T	\$152.32

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058426	06/29/17		2486	ATLANTIC BUSINESS PRODUCTS	\$2,638.63
058427	06/29/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$435.47
058428	06/29/17		0514	MIHALITSIANOS, GERASIMOS	\$50.00
058429	06/29/17		0646	PERENNIAL SERVICES, LLC	\$105.00
058430	06/29/17		5556	R&J CONTROL, INC.	\$175.00
058431	06/29/17		2606	SICKELS; MICHAEL	\$300.00
058432	06/29/17		0945	THE READING & WRITING PROJECT NETWORK	\$17,570.16
058433	06/29/17		4454	VERIZON	\$120.90
058434	06/29/17		2588	VERIZON WIRELESS	\$248.33
058437	06/30/17		2727	FIRST STUDENT, INC.	\$250.00
058438	06/30/17		2831	POWERHOUSE STUDIO	\$850.00
058440	06/30/17		K240	AMDI	\$204.65
058441	06/30/17		0087	APOLLO PRINT, INC.	\$2,420.00
058442	06/30/17		5171	ATLANTIC BUSINESS PRODUCTS	\$248.00
058443	06/30/17		1627	BAYADA HOME HEALTH CARE, INC.	\$3,393.00
058444	06/30/17		1524	BH SECURITY	\$100.62
058445	06/30/17		1169	BOWER, JUDITH	\$84.00
058446	06/30/17		0653	CEBULA, ROBERT SR..	\$80.00
058447	06/30/17		0432	COLANGELO, JOSEPH	\$100.00
058448	06/30/17		0237	CONIGILIO, LISA	\$1,040.00
058449	06/30/17		0971	DELTA-T GROUP NORTH JERSEY, INC	\$906.75
058450	06/30/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$27.14
058451	06/30/17		4339	EDUCATION, INC.	\$856.52
058452	06/30/17		0515	FEDERAL EXPRESS CORP.	\$32.01
058453	06/30/17		2727	FIRST STUDENT, INC.	\$450.00
058454	06/30/17		9718	GOV CONNECTION INC	\$4,987.61
058455	06/30/17		7099	HACKENSACK AUDIO AND HEAR /equip only	\$180.00
058456	06/30/17		V737	HITTING WORLD	\$299.00
058457	06/30/17		0716	HOME DEPOT	\$331.81
058458	06/30/17		1714	JOSTEN'S	\$297.16
058459	06/30/17		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR	\$8.83
058460	06/30/17		4337	JOSTENS, INC	\$355.00
058461	06/30/17		0874	LEONIA BOARD OF EDUCATION	\$260.00
058462	06/30/17		3020	MASCHIO'S FOOD SERVICE, INC.	\$27,496.48
058463	06/30/17		6173	MAXIM HEALTHCARE SERVICES, INC.	\$1,598.00
058464	06/30/17		1003	NASCO	\$1,111.72
058465	06/30/17		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
058466	06/30/17		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$658.85
058467	06/30/17		0445	PASQUALONE, REGINA	\$1,620.00

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058468	06/30/17		1568	PHONAK LLC	\$2,887.50
058469	06/30/17		0624	PIZZUTE; LINDA	\$38.44
058470	06/30/17		2103	POCONO PROFOODS	\$913.20
058471	06/30/17		0684	RED CIRCLE SOLUTIONS LLC	\$4,996.00
058472	06/30/17		1358	RIDGEFIELD BOARD OF EDUCATION	\$2,000.00
058473	06/30/17		F776	RUTGERS, THE STATE UNIVERSITY	\$1,025.00
058474	06/30/17		4286	SPECTRUM CONSULTING, INC.	\$600.00
058475	06/30/17		2775	STAPLES ADVANTAGE	\$180.72
058476	06/30/17		2572	STATE OF NJ/ELEVATOR SAFETY UNIT	\$409.00
058477	06/30/17		1879	SUMMIT SPEECH SCHOOL	\$150.00
058478	06/30/17		1720	TERRANOVA GROUP T/A CHAPEL HILL ACADEMY	\$287.70
058479	06/30/17		5197	THE OBSERVER	\$10.00
058480	06/30/17		2801	TREE-LAND NURSERY	\$2,775.00
058481	06/30/17		1883	VIJ, MANISH	\$15.50
058482	06/30/17		9895	YOLLECK, MARK	\$200.00
058486	06/30/17		4310	BERGEN ETTIC	\$75.00
058487	06/30/17		3263	CITYWIDE MECH. SER. L.L.C.	\$480.00
058488	06/30/17		2878	COLONIAL SPRINKLER & LIGHTING	\$89.00
058489	06/30/17		1427	COSKEYS ELECTRONIC SYSTEMS	\$300.00
058490	06/30/17		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$733.16
058491	06/30/17		0971	DELTA-T GROUP NORTH JERSEY, INC	\$312.87
058492	06/30/17		4339	EDUCATION, INC.	\$611.80
058493	06/30/17		0716	HOME DEPOT	\$2,349.16
058494	06/30/17		0719	HOMETOWN AUTO PARTS	\$8.58
058495	06/30/17		4337	JOSTENS, INC	\$4,368.00
058496	06/30/17		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,870.00
058497	06/30/17		0874	LEONIA BOARD OF EDUCATION	\$130.00
058498	06/30/17		0493	LEONIA HIGH SCHOOL QUIZ BOWL TEAM	\$183.00
058499	06/30/17		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$997.32
058500 V	06/30/17	06/30/17	3020	MASCHIO'S FOOD SERVICE, INC.	
058501	06/30/17		2281	MATERA'S NURSERY	\$702.45
058502	06/30/17		6910	MEASUREMENT INCORPORATED	\$62.00
058503	06/30/17		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$181.06
058504	06/30/17		2476	ORIENTAL TRADING CO.	\$854.04
058505	06/30/17		1245	PARAMOUNT EXTERMINATING	\$55.00
058506	06/30/17		1619	PEARSON ASSESSMENT	\$267.50
058507	06/30/17		1568	PHONAK LLC	\$1,564.39
058508	06/30/17		2328	PSE & GCO	\$19,920.01
058509	06/30/17		2155	QUEST DIAGNOSTICS	\$151.34

Starting date 6/1/2017 Ending date 6/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058510	06/30/17		5556	R&J CONTROL, INC.	\$516.28
058511	06/30/17		1358	RIDGEFIELD BOARD OF EDUCATION	\$1,000.00
058512	06/30/17		2024	SHERWIN WILLIAMS CO.	\$133.02
058513	06/30/17		4286	SPECTRUM CONSULTING, INC.	\$600.00
058514	06/30/17		2572	STATE OF NJ/ELEVATOR SAFETY UNIT	\$591.00
058515	06/30/17		1846	STEIMEL, DEBORAH	\$350.00
058516	06/30/17		0639	SUEZ WATER OF NEW JERSEY	\$60.08
058517	06/30/17		2174	WALLINGTON PLUMBING	\$70.10
058518	06/30/17		1870	WAPPINGERS FALLS SHOPPER/SCHOOL PAPER EX	\$967.50
058519	06/30/17		9895	YOLLECK, MARK	\$150.00
058620 V	06/30/17	06/30/17	1506	HERZ, MARDIA	
061317 H	06/12/17		3151	NJ DIV. OF PENSIONS & HEALTH	\$383,985.32
062017 H	06/20/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,081.00
062117 H	06/30/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,014.10
063117	06/30/17		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,995,402.82
063417 H	06/30/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$49,793.10
063517 H	06/30/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$95,775.63
064017 H	06/30/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$264,947.00
064117 H	06/30/17		5581	COMMISSION FOR THE BLIND	\$3,800.00
064217 H	06/30/17		2584	STATE OF NJ	\$6,858.00
064517 H	06/30/17		1170	STATE OF NEW JERSEY	\$48,817.00
064617 H	06/30/17		4625	PETTY CASH/BOARD OF EDUCATION	\$1,393.53

Starting date 6/1/2017

Ending date 6/30/2017

Fund Totals

10	General Funds	\$95,775.63
11	GENERAL FUND	\$3,113,663.56
12	Capital Outlay	\$9,167.80
20	Special Revenue Fund	\$118,776.82
30	Capital Projects Fund	\$791,789.41
60	Enterprise Fund	\$156,378.39
95	STUDENT ACTIVITY	\$78,521.89
Total for all checks listed		\$4,364,073.50

Prepared and submitted by:


Board Secretary


Date

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$2,124,305.94
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		\$4.50

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$138,721.13	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$138,721.13

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	\$29,578,055.00	
302	Less revenues	(\$29,686,213.51)	(\$108,158.51)

Total assets and resources

\$2,154,873.06

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		(\$26,644.55)
421	Accounts payable		\$160,082.31
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
Total liabilities			\$133,437.76

Report of the Secretary to the Board of Education
Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$373,426.32
761	Capital reserve account - July	\$859,006.00	
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	\$859,006.00
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
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$184,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$30,078,317.51	
602	Less: Expenditures (\$29,574,576.12)		
	Less: Encumbrances (\$73,163.81)	(\$29,647,739.93)	\$430,577.58
	Total appropriated		\$1,847,513.90
Unappropriated:			
770	Fund balance, July 1		\$674,183.91
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$500,262.51)
	Total fund balance		\$2,021,435.30
	Total liabilities and fund equity		\$2,154,873.06

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,078,317.51	\$29,647,739.93	\$430,577.58
Revenues	(\$29,578,055.00)	(\$29,686,213.51)	\$108,158.51
Subtotal	<u>\$500,262.51</u>	<u>(\$38,473.58)</u>	<u>\$538,736.09</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$859,006.00)	\$859,006.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$897,479.58)</u>	<u>\$1,397,742.09</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$897,479.58)</u>	<u>\$1,397,742.09</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$500,262.51</u>	<u>(\$897,479.58)</u>	<u>\$1,397,742.09</u>

Prepared and submitted by :

Board Secretary

Date

Dina Messing

8/22/17

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	72,620	0	72,620	72,620		0
00370	SUBTOTAL – Revenues from Local Sources	28,112,872	0	28,112,872	28,192,830		(79,958)
00520	SUBTOTAL – Revenues from State Sources	1,368,042	0	1,368,042	1,417,483		(49,441)
00570	SUBTOTAL – Revenues from Federal Sources	24,521	0	24,521	3,281	Under	21,240
Total		29,578,055	0	29,578,055	29,686,214		(108,159)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	8,958,938	194,918	9,153,856	9,053,512	23,329	77,015
10300	Total Special Education - Instruction	3,088,913	(28,395)	3,060,518	3,031,455	0	29,063
11160	Total Basic Skills/Remedial – Instruct.	99,390	217	99,607	99,591	0	16
12160	Total Bilingual Education – Instruction	56,800	41,090	97,890	96,590	0	1,300
17100	Total School-Sponsored Co/Extra Curricul	213,920	1,500	215,420	206,327	0	9,093
17600	Total School-Sponsored Athletics – Instr	496,605	(3,657)	492,948	486,378	543	6,027
29180	Total Undistributed Expenditures - Instr	2,732,091	(104,150)	2,627,941	2,593,008	23,813	11,120
29680	Total Undistributed Expenditures – Atten	61,158	112	61,270	61,270	0	0
30620	Total Undistributed Expenditures – Healt	241,172	27,001	268,173	267,213	740	220
40580	Total Undistributed Expend – Speech, OT,	1,047,672	148,594	1,196,266	1,193,207	2,045	1,014
41080	Total Undist. Expend. – Other Supp. Serv	438,593	(40,255)	398,338	398,338	0	0
41660	Total Undist. Expend. – Guidance	424,518	16,926	441,444	440,343	0	1,101
42200	Total Undist. Expend. – Child Study Team	787,686	1,923	789,609	787,044	0	2,565
43200	Total Undist. Expend. – Improvement of I	206,933	639	207,572	204,946	0	2,626
43620	Total Undist. Expend. – Edu. Media Serv.	383,196	(325)	382,871	377,657	110	5,104
44180	Total Undist. Expend. – Instructional St	6,000	2,465	8,465	6,214	0	2,251
45300	Support Serv. - General Admin	636,197	(2,010)	634,187	592,594	1,817	39,775
46160	Support Serv. - School Admin	1,154,772	10,902	1,165,674	1,154,133	0	11,541
47200	Total Undist. Expend. – Central Services	344,232	(438)	343,794	327,098	0	16,696
47620	Total Undist. Expend. – Admin. Info. Tec	195,696	10,858	206,554	145,733	0	60,821
51120	Total Undist. Expend. – Oper. & Maint. O	2,278,092	130,136	2,408,228	2,350,205	300	57,723
52480	Total Undist. Expend. – Student Transpor	746,904	157,950	904,854	891,780	0	13,074
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,024,671	(336,942)	4,687,729	4,605,174	0	82,555
75880	TOTAL EQUIPMENT	0	67,394	67,394	47,053	20,466	(125)
76260	Total Facilities Acquisition and Constr	153,906	3,810	157,716	157,714	0	2
Total		29,778,055	300,263	30,078,318	29,574,576	73,164	430,578

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
			72,620	0	72,620	72,620		0
00100	10-1210	Local Tax Levy	27,951,872	0	27,951,872	27,951,872		0
00190	10-1300	Total Tuition	0	0	0	45,914		(45,914)
00260	10-1910	Rents and Royalties	48,000	0	48,000	500	Under	47,500
00300	10-1___	Unrestricted Miscellaneous Revenues	113,000	0	113,000	194,543		(81,543)
00420	10-3121	Categorical Transportation Aid	40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid	268,258	0	268,258	317,699		(49,441)
00460	10-3176	Equalization Aid	15,477	0	15,477	15,477		0
00470	10-3177	Categorical Security Aid	46,450	0	46,450	46,450		0
00480	10-3178	Adjustment Aid	1	0	1	1		0
00500	10-3___	Other State Aids	997,457	0	997,457	997,457		0
00540	10-4200	Medicaid Reimbursement	24,521	0	24,521	3,281	Under	21,240
Total			29,578,055	0	29,578,055	29,686,214		(108,159)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers	529,590	10,200	539,790	539,790	0	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	3,065,896	(56,886)	3,009,010	3,008,313	0	697
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	1,786,474	34,954	1,821,428	1,821,428	0	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	3,030,028	(37,435)	2,992,593	2,989,892	0	2,701
02160	11-140-___-101	Salaries of Teachers	67,500	0	67,500	64,896	0	2,604
03020	11-190-1__-320	Purchased Professional – Educational Ser	72,700	9,378	82,078	75,730	0	6,348
03040	11-190-1__-340	Purchased Technical Services	90,750	(9,404)	81,346	70,790	0	10,557
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	0	83,275	83,275	83,275	0	0
03080	11-190-1__-610	General Supplies	249,000	148,037	397,037	331,293	23,329	42,415
03100	11-190-1__-640	Textbooks	60,000	12,928	72,928	64,722	0	8,207
03120	11-190-1__-8__	Other Objects	7,000	(130)	6,870	3,384	0	3,486
04500	11-204-100-101	Salaries of Teachers	116,995	0	116,995	110,983	0	6,012
04520	11-204-100-106	Other Salaries for Instruction	87,250	0	87,250	87,250	0	0
04600	11-204-100-610	General Supplies	1,000	0	1,000	202	0	798
04620	11-204-100-640	Textbooks	500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers	2,034,304	(18,578)	2,015,726	2,014,374	0	1,352
07020	11-213-100-106	Other Salaries for Instruction	478,000	3,664	481,664	480,970	0	694
07100	11-213-100-610	General Supplies	8,000	(1,200)	6,800	1,324	0	5,476
07140	11-213-100-8__	Other Objects	500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers	143,905	7,500	151,405	151,405	0	0
08520	11-216-100-106	Other Salaries for Instruction	86,500	70	86,570	86,570	0	0
08600	11-216-100-6__	General Supplies	4,000	(220)	3,780	167	0	3,613
09260	11-219-100-101	Salaries of Teachers	55,000	(11,923)	43,077	32,960	0	10,117
09500	11-221-100-101	Salaries of Teachers	32,751	(6,342)	26,409	26,409	0	0
09540	11-221-100-106	Other Salaries for Instruction	19,708	(3,121)	16,587	16,587	0	0
09560	11-221-100-320	Purchased Professional-Educational Servi	20,000	2,255	22,255	22,255	0	0
09620	11-221-100-610	General Supplies	500	(500)	0	0	0	0

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
11000	11-230-100-101	Salaries of Teachers	99,390	117	99,507	99,507	0	0
11100	11-230-100-610	General Supplies	0	100	100	84	0	16
12000	11-240-100-101	Salaries of Teachers	55,500	41,090	96,590	96,590	0	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	198,420	0	198,420	192,880	0	5,540
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	0	0	0	(1,102)	0	1,102
17040	11-401-100-6__	Supplies and Materials	11,000	1,500	12,500	10,049	0	2,451
17060	11-401-100-8__	Other Objects	4,500	0	4,500	4,500	0	0
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	325,605	(6,369)	319,236	315,145	0	4,091
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	1,238	46,238	46,238	0	0
17540	11-402-100-6__	Supplies and Materials	91,000	438	91,438	89,060	543	1,835
17560	11-402-100-8__	Other Objects	35,000	1,036	36,036	35,936	0	101
29020	11-000-100-562	Tuition to Other LEAs within the State -	410,005	177,092	587,097	559,387	23,813	3,897
29040	11-000-100-563	Tuition to County Voc. School District-R	339,162	22,946	362,108	362,108	0	0
29060	11-000-100-564	Tuition to County Voc. School District-S	321,048	(208,019)	113,029	113,028	0	1
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	814,779	(133,136)	681,643	681,457	0	186
29100	11-000-100-566	Tuition to Priv. School for the Disabled	788,589	11,915	800,504	793,468	0	7,036
29160	11-000-100-569	Tuition – Other	58,508	25,052	83,560	83,560	0	0
29500	11-000-211-1__	Salaries	61,158	112	61,270	61,270	0	0
30500	11-000-213-1__	Salaries	218,672	(4,114)	214,558	214,558	0	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	34,349	42,349	42,349	0	0
30580	11-000-213-6__	Supplies and Materials	11,000	(3,146)	7,854	7,713	0	141
30600	11-000-213-8__	Other Objects	3,500	(88)	3,412	2,594	740	79
40500	11-000-216-1__	Salaries	265,685	(65,624)	200,061	200,061	0	0
40520	11-000-216-320	Purchased Professional – Educational Ser	774,987	208,086	983,073	981,028	2,045	0
40540	11-000-216-6__	Supplies and Materials	7,000	4,232	11,232	10,904	0	328
40560	11-000-216-8__	Other Objects	0	1,900	1,900	1,215	0	685
41000	11-000-217-1__	Salaries	348,593	(50,629)	297,964	297,964	0	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	10,374	100,374	100,374	0	0
41500	11-000-218-104	Salaries of Other Professional Staff	372,710	16,519	389,229	389,229	0	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	50,308	407	50,715	50,715	0	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	500	0	500	149	0	351
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	0	500	250	0	250
42000	11-000-219-104	Salaries of Other Professional Staff	671,070	7,296	678,366	678,366	0	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	102,116	(873)	101,243	99,560	0	1,683
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	320	820	285	0	535
42160	11-000-219-6__	Supplies and Materials	12,000	(5,570)	6,430	6,429	0	1
42180	11-000-219-8__	Other Objects	2,000	750	2,750	2,404	0	346
43020	11-000-221-104	Salaries of Other Professional Staff	201,433	0	201,433	200,087	0	1,346

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43160	11-000-221-6__	Supplies and Materials	3,000	(64)	2,936	1,681	0	1,255
43180	11-000-221-8__	Other Objects	2,500	703	3,203	3,178	0	25
43500	11-000-222-1__	Salaries	362,496	200	362,696	362,696	0	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	6,530	12,530	12,419	110	0
43580	11-000-222-6__	Supplies and Materials	14,000	(7,780)	6,220	1,733	0	4,487
43600	11-000-222-8__	Other Objects	700	725	1,425	809	0	617
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	6,000	2,316	8,316	6,065	0	2,251
44160	11-000-223-8__	Other Objects	0	149	149	149	0	0
45000	11-000-230-1__	Salaries	251,747	0	251,747	251,746	0	1
45040	11-000-230-331	Legal Services	75,000	(62)	74,938	52,423	0	22,515
45060	11-000-230-332	Audit Fees	30,000	(1,001)	28,999	25,500	0	3,499
45120	11-000-230-340	Purchased Technical Services	19,050	1,800	20,850	11,926	0	8,924
45140	11-000-230-530	Communications/Telephone	156,900	1,063	157,963	157,963	0	0
45160	11-000-230-585	BOE Other Purchased Services	2,500	537	3,037	2,482	0	555
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	65,000	(3,810)	61,190	58,191	1,817	1,182
45200	11-000-230-610	General Supplies	7,000	(3,109)	3,891	2,380	0	1,511
45260	11-000-230-890	Miscellaneous Expenditures	15,750	2,572	18,322	17,996	0	326
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000	11-000-240-103	Salaries of Principals/Assistant Princip	713,047	1	713,048	713,047	0	1
46020	11-000-240-104	Salaries of Other Professional Staff	121,089	1	121,090	121,089	0	1
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	264,636	740	265,376	258,930	0	6,446
46120	11-000-240-6__	Supplies and Materials	38,000	(6,481)	31,519	27,492	0	4,027
46140	11-000-240-8__	Other Objects	18,000	16,641	34,641	33,575	0	1,066
47000	11-000-251-1__	Salaries	313,928	(742)	313,186	305,473	0	7,713
47040	11-000-251-340	Purchased Technical Services	15,804	150	15,954	11,533	0	4,421
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	0	500	500	117	0	383
47100	11-000-251-6__	Supplies and Materials	10,000	(346)	9,654	6,510	0	3,144
47180	11-000-251-890	Other Objects	4,500	0	4,500	3,465	0	1,035
47500	11-000-252-1__	Salaries	90,696	0	90,696	67,213	0	23,483
47540	11-000-252-340	Purchased Technical Services	8,000	0	8,000	3,686	0	4,315
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	33,500	6,333	39,833	39,402	0	431
47580	11-000-252-6__	Supplies and Materials	60,000	4,525	64,525	35,432	0	29,093
47600	11-000-252-8__	Other Objects	3,500	0	3,500	0	0	3,500
48500	11-000-261-1__	Salaries	96,743	(13,700)	83,043	82,410	0	633
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	200,000	179,302	379,302	379,061	0	241
48540	11-000-261-610	General Supplies	2,500	13,280	15,780	15,779	0	1
48560	11-000-261-8__	Other Objects	500	(500)	0	0	0	0
49000	11-000-262-1__	Salaries	940,487	(51,435)	889,052	889,050	0	2
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	50,000	(40,417)	9,583	6,846	0	2,737
49120	11-000-262-490	Other Purchased Property Services	33,000	0	33,000	28,615	0	4,385
49140	11-000-262-520	Insurance	137,250	(11,848)	125,402	125,307	0	95

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49160	11-000-262-590	Miscellaneous Purchased Services	96,540	4,796	101,336	97,955	0	3,381
49180	11-000-262-610	General Supplies	130,000	44,771	174,771	172,782	300	1,690
49200	11-000-262-621	Energy (Natural Gas)	128,500	378	128,878	107,904	0	20,974
49220	11-000-262-622	Energy (Electricity)	264,200	(29,357)	234,843	223,085	0	11,758
49280	11-000-262-8__	Other Objects	15,600	5,855	21,455	21,455	0	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	10,956	48,956	40,924	0	8,032
50060	11-000-263-610	General Supplies	500	2,280	2,780	2,754	0	26
50080	11-000-263-8__	Other Objects	500	(500)	0	0	0	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	100,000	15,297	115,297	115,297	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	42,772	1,378	44,150	40,413	0	3,737
51060	11-000-266-610	General Supplies	500	100	600	570	0	30
51080	11-000-266-8__	Other Objects	500	(500)	0	0	0	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	30,485	0	30,485	29,615	0	870
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	28,756	(23,115)	5,641	5,640	0	1
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	589	14,589	14,589	0	0
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	2,652	(963)	1,689	0	0	1,689
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	62,000	(3,777)	58,223	58,223	0	0
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	70,068	(20,076)	49,992	47,779	0	2,213
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	527,943	210,392	738,335	732,571	0	5,764
52440	11-000-270-615	Transportation Supplies	10,000	(5,100)	4,900	2,767	0	2,133
52460	11-000-270-8__	Other objects	1,000	0	1,000	597	0	403
71020	11-000-291-220	Social Security Contributions	320,000	(8,855)	311,145	309,076	0	2,069
71060	11-000-291-241	Other Retirement Contributions - PERS	283,000	(9,669)	273,331	267,144	0	6,187
71140	11-000-291-250	Unemployment Compensation	30,000	(30,000)	0	0	0	0
71160	11-000-291-260	Workmen's Compensation	150,000	(41,783)	108,217	108,217	0	0
71180	11-000-291-270	Health Benefits	4,125,353	(256,911)	3,868,442	3,794,644	0	73,798
71200	11-000-291-280	Tuition Reimbursement	50,000	(6,912)	43,088	43,088	0	0
71220	11-000-291-290	Other Employee Benefits	66,318	17,188	83,506	83,005	0	501
73080	12-140-100-73__	Grades 9-12	0	18,892	18,892	18,891	0	1
75680	12-000-252-73__	Undistributed Expenditures – Admin. Info	0	2,310	2,310	2,310	0	0
75720	12-000-262-73__	Undist. Expend. – Custodial Services	0	25,852	25,852	25,852	0	0
75800	12-000-270-733	School Buses - Regular	0	20,340	20,340	0	20,466	(126)
76080	12-000-400-450	Construction Services	60,000	56	60,056	60,055	0	1
76140	12-000-400-721	Lease Purchase Agreements - Principal	87,048	3,754	90,802	90,801	0	1
76200	12-000-400-800	Other Objects	6,858	0	6,858	6,858	0	0
Total			29,778,055	300,263	30,078,318	29,574,576	73,164	430,578

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$71,636.85
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	\$0.05	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.05

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	\$1,113,165.00	
302	Less revenues	(\$884,537.00)	\$228,628.00

Total assets and resources

\$300,264.90

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.12
421	Accounts payable		\$56,295.58
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$575.91
	Other current liabilities		\$5,868.70
Total liabilities			\$62,740.31

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$22,682.89
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
768	Waiver offset reserve - July 1, 2, _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$1,113,165.00	
602	Less: Expenditures	(\$875,640.41)		
	Less: Encumbrances	(\$22,682.89)	(\$898,323.30)	\$214,841.70
	Total appropriated			\$237,524.59
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$237,524.59
	Total liabilities and fund equity			\$300,264.90

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,113,165.00	\$898,323.30	\$214,841.70
Revenues	(\$1,113,165.00)	(\$884,537.00)	(\$228,628.00)
Subtotal	<u>\$0.00</u>	<u>\$13,786.30</u>	<u>(\$13,786.30)</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>\$13,786.30</u>	<u>(\$13,786.30)</u>
Change in waiver offset 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>\$13,786.30</u>	<u>(\$13,786.30)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$13,786.30</u>	<u>(\$13,786.30)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	28,800	13,523	42,323	32,944	Under	9,379
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	291,200	13,885	305,085	305,085		0
00830	Total Revenues from Federal Sources	690,700	73,757	764,457	546,508	Under	217,949
Total		1,012,000	101,165	1,113,165	884,537		228,628

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	47,340	5,361	52,701	21,919	10,319	20,464
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,650	(917)	18,733	18,733	0	0
88020	Nonpublic Auxiliary Services	128,800	4,922	133,722	82,687	0	51,035
88040	Nonpublic Handicapped Services	102,850	10,517	113,367	84,642	0	28,725
88060	Nonpublic Nursing Services	30,950	(890)	30,060	29,752	116	191
88080	Nonpublic Technology Initiative	8,950	(500)	8,450	0	8,450	0
88740	Total Federal Projects	672,160	82,672	754,832	637,908	3,798	113,126
Total		1,012,000	101,165	1,113,165	875,640	22,683	214,842

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	28,800	13,523	42,323	32,944	Under	9,379
00740 20-1___ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765 20-32___ Other Restricted Entitlements	291,200	13,885	305,085	305,085		0
00775 20-441[1-6] Title I	142,000	43,160	185,160	114,372	Under	70,788
00780 20-445[1-5] Title II	36,000	21,755	57,755	34,880	Under	22,875
00785 20-449[1-4] Title III	44,200	15,184	59,384	2,711	Under	56,673
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	468,500	(6,342)	462,158	394,545	Under	67,613
Total	1,012,000	101,165	1,113,165	884,537		228,628

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	47,340	5,361	52,701	21,919	10,319	20,464
84100 20-___-___-___ Local Projects	1,300	0	1,300	0	0	1,300
88000 20-___-___-___ Nonpublic Textbooks	19,650	(917)	18,733	18,733	0	0
88020 20-___-___-___ Nonpublic Auxiliary Services	128,800	4,922	133,722	82,687	0	51,035
88040 20-___-___-___ Nonpublic Handicapped Services	102,850	10,517	113,367	84,642	0	28,725
88060 20-___-___-___ Nonpublic Nursing Services	30,950	(890)	30,060	29,752	116	191
88080 20-___-___-___ Nonpublic Technology Initiative	8,950	(500)	8,450	0	8,450	0
88500 20-___-___-___ Title I	142,000	43,160	185,160	149,921	0	35,239
88520 20-___-___-___ Title II	36,000	21,611	57,611	38,342	3,798	15,471
88540 20-___-___-___ Title III	44,200	25,007	69,207	28,764	0	40,443
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	449,960	(7,106)	442,854	420,880	0	21,974
Total	1,012,000	101,165	1,113,165	875,640	22,683	214,842

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		(\$829,342.67)
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	\$6,225,106.00	
302	Less revenues	(\$1.86)	\$6,225,104.14

Total assets and resources

\$5,395,761.47

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$829,342.67)
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

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$4,680,550.83
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
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$6,725,106.00	
602	Less: Expenditures (\$1,329,344.53)		
	Less: Encumbrances (\$4,680,550.83)	(\$6,009,895.36)	\$715,210.64
	Total appropriated		\$5,395,761.47

Unappropriated:

770	Fund balance, July 1	\$500,000.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$500,000.00)

Total fund balance **\$5,395,761.47**

Total liabilities and fund equity **\$5,395,761.47**

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$6,725,106.00	\$6,009,895.36	\$715,210.64
Revenues	(\$6,225,106.00)	(\$1.86)	(\$6,225,104.14)
Subtotal	<u>\$500,000.00</u>	<u>\$6,009,893.50</u>	<u>(\$5,509,893.50)</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>\$500,000.00</u>	<u>\$6,009,893.50</u>	<u>(\$5,509,893.50)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,000.00</u>	<u>\$6,009,893.50</u>	<u>(\$5,509,893.50)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$500,000.00</u>	<u>\$6,009,893.50</u>	<u>(\$5,509,893.50)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	6,225,106	6,225,106	2	Under	6,225,104
Total	0	6,225,106	6,225,106	2		6,225,104

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	6,725,106	6,725,106	1,329,345	4,680,551	715,211
Total	0	6,725,106	6,725,106	1,329,345	4,680,551	715,211

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 30 Capital Projects Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	6,225,106	6,225,106	2	Under	6,225,104
Total	0	6,225,106	6,225,106	2		6,225,104

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	6,725,106	6,725,106	1,329,345	4,680,551	715,211
Total	0	6,725,106	6,725,106	1,329,345	4,680,551	715,211

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		\$14,878.64
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	\$782,166.00	
302	Less revenues	(\$782,167.69)	(\$1.69)

Total assets and resources

\$14,876.95

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

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Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 Debt Service Fund

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
768	Waiver offset reserve - July 1, 2 _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$840,550.00	
602	Less: Expenditures	(\$840,550.00)		
	Less: Encumbrances	\$0.00	(\$840,550.00)	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$73,260.95
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$58,384.00)

Total fund balance

\$14,876.95

Total liabilities and fund equity

\$14,876.95

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$840,550.00	\$840,550.00	\$0.00
Revenues	(\$782,166.00)	(\$782,167.69)	\$1.69
Subtotal	<u>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</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>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	620,896	0	620,896	620,898		(2)
0093A	Other	161,270	0	161,270	161,270		0
Total		782,166	0	782,166	782,168		(2)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	840,550	0	840,550	840,550	0	0
Total		840,550	0	840,550	840,550	0	0

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	620,896	0	620,896	620,898		(2)
00890	40-3160	Debt Service Aid Type II	161,270	0	161,270	161,270		0
Total			782,166	0	782,166	782,168		(2)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	170,550	0	170,550	170,550	0	0
89620	40-701-510-910	Redemption of Principal	670,000	0	670,000	670,000	0	0
Total			840,550	0	840,550	840,550	0	0

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$645,471.64
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	\$954,388.41	
302	Less revenues	(\$867,047.37)	\$87,341.04

Total assets and resources

\$732,812.68

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$4,859.89
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$100,020.30
	Other current liabilities		\$0.00

Total liabilities

\$104,880.19

Report of the Secretary to the Board of Education
Hasbrouck Heights Board of Ed.

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08/22/17 10:34

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 60 Enterprise Fund

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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$954,388.41	
602	Less: Expenditures	(\$935,459.53)		
	Less: Encumbrances	\$0.00	(\$935,459.53)	\$18,928.88
	Total appropriated			\$18,928.88

Unappropriated:

770	Fund balance, July 1			\$609,003.61
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00

Total fund balance \$627,932.49

Total liabilities and fund equity \$732,812.68

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$954,388.41	\$935,459.53	\$18,928.88
Revenues	(\$954,388.41)	(\$867,047.37)	(\$87,341.04)
Subtotal	<u>\$0.00</u>	<u>\$68,412.16</u>	<u>(\$68,412.16)</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>\$68,412.16</u>	<u>(\$68,412.16)</u>
Change in waiver offset 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>\$68,412.16</u>	<u>(\$68,412.16)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$68,412.16</u>	<u>(\$68,412.16)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	954,388	954,388	867,047	Under	87,341
Total		0	954,388	954,388	867,047		87,341
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	954,388	954,388	935,460	0	18,929
Total		0	954,388	954,388	935,460	0	18,929

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 60 Enterprise Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	954,388	954,388	867,047	Under	87,341
Total	0	954,388	954,388	867,047		87,341

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	954,388	954,388	935,460	0	18,929
Total	0	954,388	954,388	935,460	0	18,929

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$81,488.15
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	\$360,225.25	
302	Less revenues	(\$289,358.91)	\$70,866.34

Total assets and resources

\$152,354.49

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$2,661.50
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	(\$500.00)

Total liabilities

\$2,161.50

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$1,330.78
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
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$360,225.25		
602	Less: Expenditures	(\$293,517.79)		
	Less: Encumbrances	(\$1,330.78)	(\$294,848.57)	\$65,376.68
	Total appropriated			\$66,707.46
Unappropriated:				
770	Fund balance, July 1			\$83,485.53
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$150,192.99
	Total liabilities and fund equity			\$152,354.49

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$360,225.25	\$294,848.57	\$65,376.68
Revenues	(\$360,225.25)	(\$289,358.91)	(\$70,866.34)
Subtotal	<u>\$0.00</u>	<u>\$5,489.66</u>	<u>(\$5,489.66)</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>\$5,489.66</u>	<u>(\$5,489.66)</u>
Change in waiver offset 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>\$5,489.66</u>	<u>(\$5,489.66)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$5,489.66</u>	<u>(\$5,489.66)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	71,886	288,339	360,225	289,359	Under	70,866
Total	71,886	288,339	360,225	289,359		70,866

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	71,886	288,339	360,225	293,518	1,331	65,377
Total	71,886	288,339	360,225	293,518	1,331	65,377

Starting date 7/1/2016 Ending date 6/30/2017 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	71,886	288,339	360,225	289,359	Under	70,866
Total	71,886	288,339	360,225	289,359		70,866

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	71,886	288,339	360,225	293,518	1,331	65,377
Total	71,886	288,339	360,225	293,518	1,331	65,377

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

June 30, 2017

	Cash Balance 6/1/2017	Cash Receipts June-17	Cash Disbursements June-17	Cash Balance 6/30/2017
General Fund - 10	2,432,520.25	2,991,101.48	(3,299,315.79)	2,124,305.94
Special Revenue Fund - 20	156,542.84	33,987.43	(118,893.42)	71,636.85
Capital Projects Fund - 30	(37,553.26)	0.00	(791,789.41)	(829,342.67)
Debt Service Fund - 40	14,878.64	0.00	0.00	14,878.64
Enterprise Fund - 60	713,631.05	118,084.15	(186,243.56)	645,471.64
Total	3,280,019.52	3,143,173.06	(4,396,242.18)	2,026,950.40
Payroll Account	0.40	1,500,952.40	(1,500,952.40)	0.40
Payroll Agency Account	10,218.00	964,423.84	(826,793.54)	147,848.30
Unemployment Account	127,737.00	81.14	(88.77)	127,729.37
Summer Escrow Account	289,082.56	33,001.15	(321,946.35)	137.36
Flexible Spending Account	544.73	0.34	0.00	545.07
Grand Total	3,707,602.21	5,641,631.93	(7,046,023.24)	2,303,210.90

ATTACHMENT F

M. M. M.

Chief School Administrator

8/22/17

Date

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

08/22/17

Month / Year: Jun 30, 2017

Line	Budget Category	Account	(col 1) Original Budget	(col 2) Revenues Allowed NJAC - A:23A-2.3	(col 3) Original Budget For 10% Calc	(col 4) Maximum Transfer Amount	(col 5) YTD Net Transfers to / (from)	(col 6) % Change of Transfers YTD	(col 7) Remaining Allowable Balance From	(col 8) 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	8,958,938	169,892	9,128,830	912,883	25,026	0.27%	937,909	887,857
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,731,368	48	4,731,416	473,142	121,203	2.56%	594,345	351,939
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT, Total									
	Undist. Expend. - Other Supp. Serv									
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	11-4XX-X00-XXX	710,525	6,526	717,051	71,705	(8,683)	-1.21%	63,022	80,388
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Educatio, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative									
	Educational Progra, Total Other Instructional Programs - Ins									
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	2,732,091	0	2,732,091	273,209	(104,150)	-3.81%	169,059	377,359
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	1,897,730	0	1,897,730	189,773	45,637	2.40%	235,410	144,136
41660 42200	Expenditures - Healt, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. -									
	Edu. Media Serv									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist.	11-000-221, 223	212,933	639	213,572	21,357	2,465	1.15%	23,822	18,892
	Expend. - Instructional St									
45300	Support Serv. - General Admin	11-000-230-XXX	636,197	1,800	637,997	63,800	(3,810)	-0.60%	59,990	67,610
46160	Support Serv. - School Admin	11-000-240-XXX	1,154,772	11,000	1,165,772	116,577	(98)	-0.01%	116,479	116,675
47200 47620	Total Undist. Expend. - Central Services, Total Undist.	11-000-25X-XXX	539,928	13,472	553,400	55,340	(3,052)	-0.55%	52,288	58,392
	Expend. - Admin. Info. Tec									
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,278,092	80,852	2,358,944	235,894	49,284	2.09%	285,178	186,610
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	746,904	0	746,904	74,690	157,950	21.15%	232,640	(83,260)
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,024,671	0	5,024,671	502,467	(336,942)	-6.71%	165,525	839,409
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	0	0	0	0	0	0.00%	0	0
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		29,624,149	284,229	29,908,378	2,990,838	(55,170)	-0.18%	2,935,668	3,046,008
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	16,034	16,034	1,603	51,360	320.32%	52,963	(49,757)

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 - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 6/30/2017	% 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
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	153,906	0	153,906	15,391	3,810	2.48%	19,201	11,581
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	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		153,906	16,034	169,940	16,994	55,170	32.46%	72,164	(38,176)
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		29,778,055	300,263	30,078,318	3,007,832	0	0.00%	3,007,832	3,007,832



School Business Administrator Signature

8/22/17

Date

Hasbrouck Heights Board of Education									
Transfers									
Jun-17									
Account Number	Account Description			From	To	Description			
11 000 100 565	Tuition to County Special Services			13,349					
11 000 100 562	Tuition to Other LEAs- Special				13,349	Tuition for special education of out district placements			
11 000 100 565	Tuition to County Special Services			25,052					
11 000 100 569	Tuition - Other Charter Schools				25,052	Tuition for out of district placements in charter schools			
11 000 100 565	Tuition to County Special Services			923					
11 000 100 566	Tuition to Private Schools for the Handicapped				923	Tuition for special education of out district placements			
11 000 100 569	Tuition - Other Charter Schools			25,052					
11 000 216 320	Purchased Professional Educational Services				25,052	Related services per students IEPs			
11 000 213 100	Salaries			3,272					
11 000 213 610 02	General Supplies			3,000					
11 000 213 610 05	General Supplies			600					
11 000 213 330	Other Purchased Professional Services				6,872	Contracted substitute nursing services			
11 000 216 320	Purchased Professional Educational Services			2,007					
11 000 216 610	General Supplies				2,007	Supplies per students IEPs			
11 000 216 320	Purchased Professional Educational Services			1,374					
11 000 217 320	Purchased Professional Educational Services				1,374	Related services per students IEPs			
11 000 262 420	Cleaning, Repair & Maint Services			50					
11 000 262 890	Miscellaneous Expenditure				50	License renewals			
11 000 240 610 02	General Supplies			600					
11 000 240 890 02	Miscellaneous Expenditures				600	Flowers for scholarship night			
11 000 240 610 03	General Supplies			205					
11 000 240 890 03	Miscellaneous Expenditures				205	Flowers for graduates			
11 000 251 610	General Supplies			200					
11 000 251 340	Purchased Technical Services				200	File storage fees			
11 000 252 600	Supplies and Materials			2,310					
12 000 252 732	Equipment - Technology				2,310	Hard drive			
11 000 262 420	Cleaning, repairs and maintenance			1,000					
11 000 261 610	General supplies				1,000	Supplies for required school maintenance			
11 000 262 420	Cleaning, repairs and maintenance			1,500					
11 000 261 420	Cleaning, repairs and maintenance				1,500	Repairs and maintenance for required school maintenance			

Hasbrouck Heights Board of Education

Transfers

LT-37

Account Number		Account Description	From	To	Description
11 000 262 420		Cleaning, repairs and maintenance	399		
11 000 262 590		Miscellaneous Purchased Services		399	Water testing services
11 000 262 420		Cleaning, repairs and maintenance	3,787		
11 000 262 610		General supplies		3,787	Custodial supplies
11 000 262 420		Cleaning, repairs and maintenance	813		
11 000 262 621		Energy (Natural gas)		813	Utilities - gas
11 000 262 420		Cleaning, repairs and maintenance	221		
11 000 262 890		Miscellaneous Expenditure		221	Uniform reimbursement per contract
11 000 262 420		Cleaning, repairs and maintenance	218		
11 000 263 420		Cleaning, repairs and maintenance		218	Lawn mower repairs
11 000 270 504		Aid in Lieu Charter Schools	963		
11 000 270 512		Contracted Services (Other home/school)		963	Athletic trip transportation
11 190 100 320		Purchased Professional Educational Services	1,622		
11 190 100 610		General Supplies		1,622	Teaching supplies for the high school

EUCLID SCHOOL

LUNCH AIDES

FOR 2017/2018 SCHOOL YEAR

@ \$16.14/hr

Dolores Deiudicibus
Deborah Stelzle
Dhurata Merolli
Persia Ramirez
Erica DeSantis
Elisa Donnelly
Patricia Collova
Kathleen Petruzzela
Jean Werner
Lorraine Ludwig
Jane Bell
Antoinette Jengo
Marianne Berry

2017-2018 SUB TEACHERS
S = \$16/HR C = \$15/HR

<u>SUB TCHR</u>	<u>CERT</u>
ALOSCO, TONY	C
AMATO, DANA	S
ARMONAITIS, FAITH	C
BERNICE, JODY	S
BURGER, RYAN	C
CARTER, EDMUND	C
CASTRO, CAILA-JEANNE	C
CONDAL, LINDA	C
DAMKEN, KEN	S
DELSOLE, CARMEN	S
FERRER, MELANIE	C
GASPARINO, KATHERINE	C
GAY, RICHARD	C
GHRAYEB, RANIA	C
GIAQUINTO, JAMIE	C
GLOGOWER, ARIANA	S
GOSS, TARA	C
GRILLO, THERESA	C
LONDONO, STEPHANIE	C
MATHEWS, SHEEJA	S
MATTERN, NANCY	C
MITAS, CHRISTINA	C
MOTAGHI, SID	C
MUCHA, ALLYSON	C
OHOCINSKI, MARY-MARGARET	S
OLIVEROS, MICHELLE	S
PETRONE, ALLISON	C
PIETRAS, CAMILLA	C
RISQUET, CARMELA	C
SEDYCIAS, RENATA	C
SPROVIERO, SAMANTHA	C
STEVENS, CAROLINE	C
TANDARA, IVANA	C
TOLEDO, DEVIN	C
TSAPELIS, EFFIE	C
WAGNER, MARY	C
WILSON, ARTHUR	C
WOLF, CARISSA	C
ZAHN, SHAWN	C

2017-2018 SY

SUB SECTY/ADMIN ASST: \$11 / HR

ALVAREZ, JENNIFER
BEHR, CATHERINE
BINCOLETTO, KATHY
CALI, KATHLEEN
CARPINO, JULIE
MATTERN, NANCY
NAZEH, RULA
STEVENS, CAROLINE
WEAVER, CHRISTINA

SUB PARA: \$12.50 / HR

DINGERTOPADRE, MARIA
KASPER, KELLY
NAZEH, RULA
PETRONE, ALLISON
STELZLE, DEBBIE
STEVENS, CAROLINE
TSAPELIS, ELEFThERIA
VILLACAMPA, DONNA
WEAVER, CHRISTINA

SUB VISITOR MONITOR: \$12.00 / HR

ALVAREZ, JENNIFER
BINCOLETTO, KATHY
WEAVER, CHRISTINA

SUB LUNCH AIDE: \$10.00 / HR

CALI, KATHLEEN
CARPINO, JULIE
NAZEH, RULA
TSAPELIS, ELEFThERIA

Salary Guide Movement 2017-2018				
	Current Guide	Guide Movement	Step for 17-18	Total Salary 17-18
Balac, Adriana	BA	BA+15	5	53,230
Cerneka, Danielle	MA+15 (in field)	MA+30 (in field)	11	70,420
Freund, Kurt	MA (in field)	MA+30 (in field)	6	66,330
Georgatos, Aundrea	BA	BA+15	4	52,730
Hohnecker, Jaclyn	BA	MA (in field)	5	58,350
Keller, Jennifer	BA	BA+15	7	54,230
Krysz, Kirstin	MA+15	MA+30	17	100,325
Lopera, Jennifer	MA+15 (in field)	MA+30 (in field)	5	65,830
McGinty, Elizabeth	MA+15	MA+30	13	74,415
Mertz, Michael	BA	BA+15	5	53,230
Minervini, Amanda	MA+15	MA+30	8	66,720
Pede, Nicole	BA+15	MA (in field)	6	58,850
Rucci, Nichole	MA+15 (in field)	MA+30 (in field)	17	101,025
Ruroede, LeighAnn	BA	BA+15	3	52,730
Schmarak, Justin	BA	MA	5	57,650
Squillace, Maria	MA+15	MA+30	17	100,325
Valenti, Shannon	MA+15	MA+30	16	89,720

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R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - (4) The informal hearing and the notice given may take place at the same time.
 - c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal



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decides to suspend the student. The notification shall include an explanation of:

- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning Core Curriculum-Content Standards**.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.



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4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the



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student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.

- (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.
 - (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the **New Jersey Student Learning Core Curriculum Content Standards** and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;



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- (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.



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- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
- 2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - 3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:



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- (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event, a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
 - a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:
 - a. When the student is prepared to return to the general education program;



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- b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- 6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
 - a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
- 7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

Revised (First Reading): July 19, 2017

Revised (Second Reading): August 24, 2017



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TEACHING STAFF MEMBERS

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Evaluation of Teachers

May 17

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[See POLICY ALERT Nos. 140, 172, 181, 201, 207 and 212]

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual written** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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TEACHING STAFF MEMBERS

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Evaluation of Teachers

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

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Services to Nonpublic School Students

Jul 17

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[See POLICY ALERT Nos. 111, 120, 142, 144, 147, 165 and 213]

2700 SERVICES TO NONPUBLIC SCHOOL STUDENTS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to students enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

For the purpose of this Policy, "district of attendance" shall mean the school district in which the nonpublic school is located.

- A. Special Education and Related Services - N.J.S.A. 18A:46-19; N.J.S.A. 18A:46A-1; N.J.A.C. 6A:14-6

The Board of Education of the district of attendance, as required by Federal law and regulation under Part B of the Individuals with Disabilities Education Act (IDEA), shall provide a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools or early childhood programs by their parents. The district of attendance shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs. Services shall be provided only upon the written consent of the parent and shall be provided in a location determined by the Board pursuant to N.J.S.A. 18A:46-19.5. The district of attendance shall spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district of attendance, after timely and meaningful consultation with representatives of the nonpublic school, shall undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district. As part of the child find process the district shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development



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Services to Nonpublic School Students

of special education and related services for such children in accordance with N.J.A.C. 6A:14-6.1(c)1. Furthermore, services may be provided by district personnel or through contracts with individuals, approved clinics, or agencies. In addition, services provided shall be secular, neutral, and non-ideological. Those procedural safeguards available to nonpublic school students with disabilities and their parents as specified by Federal law and rules under Part B of the IDEA shall apply in accordance with N.J.A.C. 6A:14-6.1(e).

If a nonpublic school student with a disability will receive special education or related services from the district, the district shall initiate and conduct meetings according to N.J.A.C. 6A:14-2.3(k) to develop, review, and revise a service plan for the student and ensure a representative of the nonpublic school or early childhood program attends each meeting pursuant to N.J.A.C. 6A:14-6.1(f)2.

The Board shall provide for the services of a certified speech-language specialist for each child attending a nonpublic school located in the school district and classified pursuant to N.J.S.A. 18A:46-8 as requiring the services of a certified speech-language specialist. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent or guardian and shall be provided in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The Board shall provide for such transportation and maintenance and the cost shall be paid from State aid received by the district in accordance with N.J.S.A. 18A:46-19.6. Contracts for speech correction services shall be in accordance with N.J.S.A. 18A:46-19.7. Costs and provisions for speech correction services shall be managed in accordance with N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46-19.8.

The Board shall provide for the receipt of auxiliary services by children between the ages of five and twenty residing in the State and enrolled full-time in a nonpublic school located in the district in accordance with N.J.S.A. 18A:46A-3. Auxiliary services shall mean compensatory education services for the improvement of students' communication skills; supportive services acquiring communication proficiency in the English language for children of limited English-speaking ability; and home instruction services. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent and in a location



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determined by the Board pursuant to rules and regulations of the State Board of Education. The cost of transportation for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-6. Contracts for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-7. Cost limitations for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-8. Calculation of the costs by the Commissioner shall be managed in accordance with N.J.S.A. 18A:46A-9.

B. Health Services - N.J.S.A. 18A:40-23 through 31; N.J.A.C. 6A:16-2.5

The Board shall provide nursing services for students who are enrolled full-time in a nonpublic school located in their district pursuant to N.J.S.A. 18A:40-23. The services shall include assistance with medical examinations; including dental screening, conducting screening of hearing examinations, the maintenance of student health records, and notification of local or county health officials of any student who has not been properly immunized; and conducting examinations of students between the ages of ten and eighteen for the condition known as scoliosis. The Board shall adopt written policies and procedures extending the emergency care provided to public school students to those students who are enrolled full-time in the nonpublic school or are injured or become ill at school or during participation on a school team or squad in accordance with N.J.A.C. 6A:16-2.5(b).

Nursing services funded by the Board pursuant to N.J.S.A. 18A:40-23 et seq. shall be provided by a registered nurse licensed by the New Jersey State Board of Nursing who is an employee of the school district or a third-party contractor or is an independent contractor. The Board shall either employ a qualified independent contractor to provide nursing services or shall contract, pursuant to N.J.S.A. 18A:40-28, with other district Boards of Education or with a public or private agency approved by the Commissioner to provide nursing services, pursuant to N.J.A.C. 6A:14-5.2. Prior to any change in the provision of nursing services, the Board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:40-28.



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Services to Nonpublic School Students

The nursing services provided to nonpublic school students shall not include instructional services in accordance with N.J.A.C. 6A:16-2.5(f). A nonpublic school may decline nursing services required or permitted by submitting to the district of attendance notification in accordance with N.J.A.C. 6A:16-2.5(g). A student who is enrolled in a nonpublic school and whose parent objects to the student receiving any service provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the service except for a physical or medical examination to determine whether the student is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board of Education shall provide health services based upon the following: the funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; a report provided to the New Jersey Department of Education (NJDOE) by the district of attendance or nonpublic school that includes the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; and the funds expended by the district of attendance for administrative costs shall be limited to the actual costs or six percent of the funds allocated annually for each participating nonpublic school, whichever is less. Administrative costs shall include, but not be limited to, the costs related to the district of attendance annual consultation, bidding, program and contract management, and oversight and quality control.

The Superintendent or designee of the district of attendance in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes: to advise the nonpublic school of the amount of funds allocated to it by the NJDOE for the provision of health services for full-time students enrolled in the nonpublic school; to agree on the basic health services that shall be provided; the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to discuss the criteria to be used in the selection of a nursing service provider by the district of attendance for the nonpublic school; and to ascertain the level of satisfaction of the nonpublic school with the current nursing service provider. If the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide



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assistance; to assure that a description of the provision of nursing services is reflected in the nursing services plan of the district of attendance; and to ensure nonpublic school students in the district of attendance who are knowingly without medical coverage have access to the New Jersey FamilyCare program and to make information accessible regarding the program to the nonpublic school students, pursuant to N.J.S.A. 18A:40-34. The Superintendent or designee must submit a report to the Executive County Superintendent on or before October 1 annually in accordance with N.J.A.C. 6A:16-2.5(k).

- C. Textbook Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37 et seq.; N.J.A.C. 6A:23A-20 et seq.

N.J.S.A. 18A:58-37.3 requires the Board in which a nonpublic school is located to purchase and to loan, without charge, upon individual requests, textbooks to students in the nonpublic school or schools located within the district of attendance when such students are residents of the State. The Board shall not be required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State aid. Students who are enrolled in a nonpublic school whose parents do not maintain a residence in this State are not eligible to receive such textbooks. Students who are enrolled in a nonpublic school whose tuition is paid by the district of attendance are not eligible to receive such textbooks. The Board shall distribute to all students on an equitable basis existing book stocks and newly purchased textbooks purchased pursuant to N.J.S.A. 18A:58-37.1 et seq. The Board shall not discriminate against students in either public or nonpublic schools.

An individual written request for the loan of textbooks shall be signed by the parent(s) of nonpublic school students and shall be submitted directly to the Board of the district of attendance or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 preceding the school year. All individual requests must be made in accordance with N.J.A.C. 6A:23A-20.3.

In accordance with N.J.A.C. 6A:23A-20.4, all textbooks purchased under the provisions of N.J.S.A. 18A:58-37.1 et seq. shall remain the property of the district which shall indicate such ownership in each book by a label. The Board shall be responsible for the receipt of the textbooks from the



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vendor and inventory of such textbooks. The Board may require that the textbooks be returned to the district at the end of the school year or may enter into agreements with the nonpublic schools to store such books. In the event of such an agreement, the Board shall not pay storage charges of any kind to a nonpublic school for this service.

The Board's accounting entries in relation to expenditures for the purchase of textbooks shall be managed in accordance with N.J.A.C. 23A-20.5.

N.J.S.A. 18A:40-23 through 31; 18A:46-19; 18A:46A-1; 18A:58-37 et seq.

N.J.A.C. 6A:14-6; 6A:16-2.5; 6A:23A-20 et seq.

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[See POLICY ALERT Nos. 131, 133, 156, 159 and 213]

7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.S.A. 18A:7G-4 and N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.164, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

Early Childhood Program Aid (ECPA) Districts Only

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.~~

~~The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:~~

- ~~1. The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;~~



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2. ~~A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.~~

~~The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.~~

~~The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.~~

~~N.J.S.A. 18A:7G-1 et seq.; 18A:11-1; 18A:33-1 et seq.; 18A:46-13
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.; 6A:26-8.1 et seq.~~

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[See POLICY ALERT Nos. 156, 159 and 213]

R 7100 LONG-RANGE FACILITIES PLANNING

~~In order to plan for facilities needs and meet the requirements set forth in N.J.A.C. 6A:26-2.1 et seq., the Superintendent shall cause the completion of the Long-Range Facilities Plan (LRFP). The LRFP will include the requirements as set forth in N.J.A.C. 6A:26-2.2 et seq. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.~~

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~[Early Childhood Program Aid (ECPA) Districts Only]~~

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.]~~

A. Responsibilities of the School District - N.J.A.C. 6A:26-2.1

- 1. The school district shall amend its Long Range Facilities Plan (LRFP) at least once every five years following the approval of the 2005 LRFP on software made available by the New Jersey Department of Education (NJDOE) and in accordance with the instructions for completing the software.**
- 2. The LRFP shall detail the school district's school facilities, other facilities, temporary facilities, and the school district's plan for meeting school facilities needs during the ensuing five years.**

B. Completion of Long Range Facilities Plans - N.J.A.C. 6A:26-2.2

- 1. Each LRFP shall include:**
 - a. Enrollment projections for the school district for the five years covered by the plan in accordance with the requirements of N.J.A.C. 6A:26-2.2(a)1;**



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- b. The functional capacity of every school facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)2;
- c. An inventory of every school facility, other facility, and temporary facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)3;
- d. An inventory of all school district-owned land in accordance with N.J.A.C. 6A:26-2.2(a)4;
- e. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects set forth in the LRFP in accordance with N.J.A.C. 6A:26-2.2(a)5;
- f. An inventory of all building systems within each facility in accordance with N.J.A.C. 6A:26-2.2(a)6;
- g. A determination of the life expectancy of all building systems;
- h. A determination of any building system deficiencies in each school facility and the required remediation;
- i. The school district's proposed school facilities projects, other capital projects, and preliminary scopes of work in accordance with N.J.A.C. 6A:26-2.2(a)9 and N.J.S.A. 18A:7G-5(m);
- j. The school district's proposed programmatic models for school facility types and capacities the school district intends to operate in the ensuing five years;
- k. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces, and number of spaces inconsistent with those standards in accordance with N.J.A.C. 6A:26-2.2(a)11;
- 1. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to programmatic models;



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- m. The school district's proposed plans for new construction and renovation of other facilities in the five years ensuing in accordance with N.J.A.C. 6A:26-2.2(a)13;
 - n. For each school facility set forth in the LRFP for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved as part of the LRFP, the school district shall submit documentation supporting the request in accordance with N.J.A.C. 6A:26-2.3(c);
 - o. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility verses the cost to rehabilitate the school facility;
 - p. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility, and the removal from the school district's inventory of school facilities for each school facility to be sold, converted to non-school facility use, or razed;
 - q. A preliminary estimate of the cost of every school facilities project set forth in the LRFP; and
 - r. The Board resolution approving submission of the LRFP.
- 2. Each LRFP shall include a determination by the school district of the number of unhoused students for the ensuing five-year period calculated in accordance with N.J.A.C. 6A:26-2.2(b)1.
 - 3. Approved area for unhoused students shall be determined according to the formula as outlined in N.J.A.C. 6A:26-2.2(c).
 - 4. Superintendents in Early Childhood Program Aid (ECPA) districts are strongly encouraged to meet and collaborate with community childhood education providers to meet the needs of unhoused students in the LRFP in accordance with N.J.A.C. 6A:26-2.2(d).



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5. The school district shall incorporate the facilities efficiency standards in the LRFP and seek any necessary waiver or special Commissioner approval in accordance with N.J.A.C. 6A:26-2.2(e)1 and 2.

C. LRFP Submission Procedure - N.J.A.C. 6A:26-2.1

1. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project shall be considered or approved unless the school district's LRFP has been submitted to the NJDOE and approved by the Commissioner.
2. The school district shall submit its LRFP to the planning board(s) of the municipality(ies) in which the school district is situated, no later than the date the school district submits the LRFP to the Commissioner. No LRFP shall be considered complete until comments have been received from the planning board(s) or until forty-five days have passed from the planning boards' receipt of the LRFP in accordance with N.J.A.C. 6A:26-2.1(c).
3. In accordance with the provisions of N.J.A.C. 6A:26-2.1(d), a school district sending students to another school district pursuant to N.J.S.A. 18A:38-8 et seq. shall expeditiously provide all information necessary for the receiving school district to complete its LRFP, including but not limited to, demographic information necessary to prepare enrollment projections. Both sending and receiving school districts must submit a LRFP. If a send-receive relationship is terminated pursuant to N.J.S.A. 18A:38-21, both the sending and receiving school districts shall promptly submit an amended LRFP.
4. An amended LRFP must be submitted to the NJDOE, in accordance with the provisions of N.J.A.C. 6A:26-2.1(e), if one or more school districts withdraw from a regional school district or a regional school district dissolves.
5. At any time, a school district may submit an amendment to an approved LRFP for review and approval by the Commissioner.



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6. A school district's approved LRFP shall remain in effect until an amended LRFP is approved.
- D. Review and Approval of Long-Range Facilities Plan - N.J.A.C. 6A:26-2.3**
1. Within ninety days of receipt of a LRFP from a school district that has not previously submitted a LRFP, the Division of Administration and Finance (Division) shall determine where the plan is fully and accurately complete and whether all information necessary to review the plan has been filed by the school district.
 - a. When a LRFP is determined to be complete, the Division shall notify the school district in writing that the plan is deemed complete.
 - b. When a LRFP is determined to be incomplete, the Division shall notify the school district in writing and require the submission of additional information as detailed in the notification. Only after the Division determines all requested information has been submitted and the information is accurate shall it determine a plan to be complete.
 2. Within sixty days of the date of notification that the plan is complete, the Commissioner shall notify the school district of the final determination of the LRFP. A final determination shall set forth information as outlined in N.J.A.C. 6A:26-2.3(b).
 3. A school district shall amend its approved LRFP whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP in effect. The amendment request shall be accompanied by a Board of Education resolution approving the submission of the LRFP amendment and shall be in accordance with the requirements of N.J.A.C. 6A:26-2.3(c)1 through 4.



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4. **The Commissioner may extend the deadline for reviewing each LRFP if at any time the number of LRFPs pending before the Commissioner for review exceeds twenty percent of the total number of operating school districts in the State pursuant to N.J.A.C. 6A:26-2.3(d).**
5. **A school district that has an approved LRFP may begin undertaking feasibility studies for new construction identified in accordance with N.J.A.C. 6A:26-2.3(b)6. For school districts required to use the New Jersey Schools Development Authority (Development Authority), the activities also shall be undertaken under the auspices of the Development Authority and in accordance with N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-2 et seq.**

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[See POLICY ALERT Nos. 131, 159 and 213]

7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy ~~must~~ **shall** be reviewed and approved by the Division of ~~Facilities and Transportation Administration and Finance (Division)~~ **in accordance with N.J.A.C. 6A:26-5 et seq.** The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; ~~change of use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; and installation of temporary facilities ; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

New Jersey ~~Economic Schools~~ Development Authority (**Development Authority**), and ~~non-authority Regular Operating District (ROD)~~ school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). ~~The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.~~ **The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.**

Educational specifications for educational adequacy reviews ~~will~~ **shall** be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications ~~will~~ **shall** be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and ~~will~~ **shall** refer to the ~~Core Curriculum Content Standards New Jersey Student Learning Standards~~ wherever appropriate. The educational specifications ~~will~~ **shall** include an itemized list of furniture, equipment, and



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support spaces required to conduct the educational program specified for each space ~~will be included~~, together with their ~~estimated~~ **net** areas in square feet, as well as ~~the an estimate~~ **net** of the total room area required for each space. The educational specifications ~~will~~ **shall** also include specific technical and environmental criteria, adjacencies and other requirements for the educational program ~~will be noted~~ and a building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or temporary facility**.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter ~~indicating project document submission to the County Superintendent to the Executive County Superintendent indicating project document submission to the Division~~, and a copy of the transmittal letter indicating the date of plan submission to the local planning board **shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4** (~~whenever the building footprint, volume, pedestrian or vehicular access are altered by the project~~) ~~must be submitted to the Division of Facilities and Transportation~~.

~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~

In the case of an **Development** Authority school facilities project, upon completion of detailed plans and specifications, the **Development** Authority on behalf of the district ~~will~~ **shall** apply, **upon completion of detailed plans and specifications**, for final approval of the **project's** educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of an ~~an non~~-authority **ROD** school facilities project or another capital project, **the school district shall apply** upon the completion of final plans and specifications, ~~the district will apply~~



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for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). **In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).**

~~The Division of Facilities and Transportation will~~ **shall** collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a ROD school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

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[See POLICY ALERT Nos. 159 and 213]

R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy ~~shall must~~ be reviewed and approved by the Division of **Administration and Finance (Division) Facilities and Transportation**. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1

1. Capital projects that involve the following types of building construction work **shall be approved** ~~require approval~~ for educational adequacy:
 - a. New school facilities including pre-fabricated facilities;
 - b. Additions to existing school facilities;
 - c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; **and**
 - d. ~~Change of use that requires alterations per A.1.c. above, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations;~~
 - de. Installation of temporary facilities; ~~and.~~
 - f. ~~Any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and §504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~



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B. **New Jersey Economic Schools Development Authority (Development Authority), Regular Operating District (ROD), and Other Non-Authority Capital Projects – N.J.A.C. 6A:26-5.1(b)**

1. ~~New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews as follows:~~ **Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.**

- a. ~~Authority School Facilities Projects—The district will apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.1 et seq., and prior to the review and approval of capital projects for compliance with the Uniform Construction Code, N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review will cover three and in certain circumstances, see N.J.A.C. 6A:26-5.4, four types of project documents: educational specifications, schematic plans and related documents, detailed plans and specifications, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time of project application; the detailed plans and specifications, and final plans and specifications are forwarded by the authority to the Division after project approval, but prior to UCC approval.~~ **For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.**



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The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

- b. ~~Non-authority School Facilities Projects—The district will apply for the review and approval for education adequacy as in subparagraph B.1.a. above. The educational adequacy review will cover three types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. Educational specifications and schematic plans and related documents will be submitted to the Division by the district at the time of the project application. Final plans and specifications will be submitted to the Division by the district after project approval, but prior to UCC approval and local share or total costs of the school facilities project for a debt service aid authorization.~~ For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications,



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schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.

- c. ~~Other Capital Projects~~ The district will apply for the review and approval for educational adequacy prior to the division review for consistency of the other capital project with the district's approved LRFP. The educational adequacy review will cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time the project is reviewed for consistency with the district's approved LRFP. Final plans and specifications will be submitted to the Division by the district after the consistency review, but prior to UCC approval and local funding authorization. **For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.**

C. **Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)**

1. ~~The district will submit any plan for change of use of instructional space to the County Superintendent of Schools for approval. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.~~



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D. Educational Specifications – {N.J.A.C. 6A:26-5.2}

1. Submissions of educational specifications for educational adequacy reviews ~~will~~ **shall** include the following:
 - a. ~~Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate~~ **Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;**
 - b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space ~~will be included~~, together with their ~~estimated~~ **net** areas in square feet, as well as ~~the an estimate net~~ of the total room area required for each space;
 - c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program ~~will be noted~~; and
 - d. ~~Educational specifications must contain a~~ **A** building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or the temporary facility.**

E. Schematic Plans and Other Related Project Documents – {N.J.A.C. 6A:26-5.3}

1. Submissions of schematic plans for educational adequacy reviews ~~will~~ **shall** include the following:
 - a. ~~Three~~ **Four** sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot ~~will be submitted~~. The approved use of each space, and the proposed number of occupants, **and the net square feet area will shall** be clearly labeled **on all existing and proposed spaces;**



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- b. ~~Schematic plans will be reviewed for conformance with the educational specifications and will include~~ Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
- c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6.1 ~~et seq.~~ will be indicated on the schematic plans, including dimensions, clearances, ceiling heights, and required equipment;
- d. Paths of travel for disabled persons ~~will be clearly indicated~~;
- e. ~~Whenever site work is required, a completed plot plan will be submitted and on it will be shown the intended location of the school and a layout of the locations of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set back zones, and parking areas~~ A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and
- f. ~~Schematic plans will be signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.~~



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2. Other project documents to be submitted with the schematic plans ~~will~~ **shall** include:
 - a. A project cost estimate on a form provided by the Commissioner of Education;
 - b. A project schedule;
 - c. A copy of the dated transmittal letter **to the Executive County Superintendent** indicating project document submission to the ~~County Superintendent Division~~; and
 - d. ~~A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever the building footprint, volume, pedestrian or vehicular access are altered by the project;~~ **A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project and.**
 - e. ~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEO questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~



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F. Detailed Plans and Specifications and Final Plans and Specifications –
(N.J.A.C. 6A:26-5.4)

1. ~~In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project. Detailed plans and specifications will be considered adequate for calculations of final eligible costs if the plans and specifications are sixty percent or more complete. Such application will include~~ **In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:**
 - a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent, and specifications, to sufficiently demonstrate that the school facilities project conforms to schematic plans approved by the Division~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable**



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standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;

- b. The fee calculated according to the fee schedule ~~unless exempted~~ pursuant to N.J.A.C. 6A:26-5.5; and
 - c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the **New Jersey Department of Education**, the **Development Authority will shall** submit such application to the Division **the application** with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. **And No** additional fee will be imposed.
2. ~~In the case of a non authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project. Such application will include~~ **In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:**
- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the local Board and Superintendent, and specifications, to sufficiently demonstrate that the capital project conforms to schematic plans approved by the Division~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and**



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specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;

- b. A properly executed copy of a ~~"Release Form for School Construction Plans"~~ **"Request for Local Release of School Construction Plans"** for a district ~~which~~ **that** chooses to have a municipal code enforcing agency review of its plans for ~~conformance with the UCC~~ **conformance**. ~~The district's Superintendent and municipal code enforcing agency chief must sign this form. This form may be obtained from the Division;~~ **The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and**
 - e. ~~Copies of letters of approval from all other State agencies having jurisdiction over the project; and~~
 - dc. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule ~~unless exempted~~ pursuant to N.J.A.C. 6A:26-5.5.
3. **In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:**



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- a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;
- b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;
- c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;
- e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;
- f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";



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(1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;

g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

h. If the temporary facility was previously used for school purposes and a certificate of occupancy for District Factor Group E is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:25-5.4.

G. Fee Schedule and exemption – N.J.A.C. 6A:26-5.5

The Division of Facilities and Transportation will collect fees for its reviews of detailed/final plans and specifications for educational adequacy in the case of Development Authority school facilities projects and for its reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects according to in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.



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H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

- 1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.**
- 2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.**

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[See POLICY ALERT Nos. 131, 159 and 213]

7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school



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facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

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[See **POLICY ALERT No. 213**]

R 7102 SITE SELECTION AND ACQUISITION

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1

1. Voter Approval - N.J.A.C. 6A:26-7.1(a)

The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.

2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:

- a. The following information shall be provided by the school district:



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- (1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
- (2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;
- (3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;
- (4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;
- (5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;
- (6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and
- (7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for



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the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.

- b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):
 - (1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;
 - (a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.



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- (2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;
- (3) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;
- (4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;
- (5) If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;
- (6) Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and



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- (7) Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.
- c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:
 - (1) A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:
 - (a) The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and
 - (b) Potable water infrastructure is, or is not, in place to service the site.
 - (2) A statement from a local or county sewerage agency certifying that:
 - (a) The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and
 - (b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.



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- (3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:
 - (a) A sewer service consistency determination;
 - (b) Potable water supply;
 - (c) Coastal and freshwater wetlands;
 - (d) Green Acres land;
 - (e) Stream encroachment;
 - (f) Historical or archeological resources;
 - (g) Endangered plant species;
 - (h) Threatened or endangered animal species; and
 - (i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).
- d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:
 - (1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days



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have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;

- (2) The recommendation of the Executive County Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and
 - (3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.
3. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)
 - a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.
4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.



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5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)

All school sites require sufficient acreage for the following:

- a. The placement of the school facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon;
- d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model;
- e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;
- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
- g. A thirty-foot wide access around the entire building.

6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.



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7. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.
- C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2
1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.
- D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3
1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.
 2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

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[See POLICY ALERT Nos. 159 and 213]

7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, **and/or** other good cause may require the use of one or more district facilities for educational purposes be abandoned.

~~The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding student enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.~~

~~The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.~~

To receive approval for the closing of a school The proposed closing the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:

1. **The proposed closing is must-be consistent with the district's approved LRFP because:**
 - a. **The school district has demonstrated demonstrating that sufficient school building capacity exists to house district students for the five years following such the closing; or**
 - b. **The school district has demonstrated through a feasibility study for the succeeding five years that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure.**



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2. The use of **temporary facilities** ~~substandard spaces~~ in the remaining schools ~~within the district must~~ **does** not result or increase from an overall facilities shortage caused by the school closing; ~~and~~
3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school's closing.

The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.

N.J.S.A. ~~18A:11-1~~; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 ~~et seq.~~

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[See POLICY ALERT Nos. 154, 159 and 213]

7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 **through 18A:20-7** and N.J.A.C. 6A:26-7.4. If an approved site, or interest therein, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the ~~Department of Education~~ **Division of Administration and Finance (Division)** in accordance with the requirements of N.J.A.C. 6A:26-7.4 ~~et seq.~~ The ~~Division~~ **Department of Education** will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, **and disposal of any property declared scrap or waste.** If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. **In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.**

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.



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Notwithstanding anything to the contrary in this Policy, property acquired with Federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-~~56~~; **through 18A:20-7** et seq.
N.J.A.C. 6A:26-7.4

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7300.1 DISPOSITION OF INSTRUCTIONAL PROPERTY

ABOLISHED

A. Definition

“Instructional property” means textbooks as defined in Policy No. 2510 and resource materials as defined in Policy No. 2530, excluding textbooks and resource materials purchased with federal funds.

B. Review

1. The Principal shall appoint committees comprised of teachers, administrators, and librarians, as appropriate to the grade level and subject matter to assess periodically the continuing usefulness of instructional property in the school or program.
2. The committees will recommend for removal or replacement instructional property that:
 - a. Is so worn and/or damaged as to preclude effective use and economical repair or restoration,
 - b. Is so outdated as to no longer serve as worthy instructional tools,
 - c. Violates federal, state, or district affirmative action standards for nondiscriminatory materials, pursuant to Policy No. 2260, or
 - d. Although still useful, has been superseded by superior replacement materials.
3. The Principal will receive and review the committee’s recommendations. A list of textbooks and materials approved for disposal will be sent to the Superintendent.
4. Approval by the Board of Education is required for disposing of instructional property. Any such recommendation must comply with Policy Nos. 2530 and 9130, which require that the reason for disposal accompany the recommendation. No material may be removed and disposed of solely because it presents ideas that may be unpopular or offensive to some.

C. Disposal

1. Instructional property approved for disposal will be offered at no cost to any educational institution, public or private, willing to accept the property and pay the costs of packing and delivery.
2. Any remaining instructional property will be offered for sale to pupils, parent(s) or legal guardian(s), and community residents. Prices will reflect the reduced value of the property to the district by covering only the cost to the district of conducting the sale.

3. Any property remaining after offer of sale has been made will be donated to the parent-teacher organization or other community organization for sale in a book fair.
4. Any property remaining after offer of sale and donation has been made will be sold for scrap or, if unsalable, offered for recycle.

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Disposition of **Land Real Property**

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[See **POLICY ALERT** Nos. 159 and 213]

R 7300.2 DISPOSITION OF LAND REAL PROPERTY

A. — Definition

~~“Real property” means land and the structures upon the land and all immovable equipment and fixtures attached to the land or its structures, excluding property purchased with Federal funds.~~

B. — Review

The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board ~~The decision to dispose of the real property of the district that is no longer suitable or convenient for the use for which it was acquired or is no longer needed for school purpose will be made by the Board of Education in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 et seq., N.J.A.C. 6A:26-7.4, and Policy No. 7100.~~

CA. ~~Department of Education Review and Approval~~ **Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a)**

The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.

1. ~~If the Board desires to have an approved site altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Facilities and Transportation, Department of Education.~~ 2. The district will send a copy of the request to the **Executive** County Superintendent of Schools who will **shall** make recommendations to the Division. The **Executive** County Superintendent will **shall** provide a copy of the recommendations to the Board of Education.



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32. The request ~~will~~ **shall** indicate whether the district intends to convey the site, **rights, or interest therein, and/or improvements thereon**, under an exception to the public sale requirements of N.J.S.A. 18A:20-96.
3. **The request shall indicate whether the school district intends to convey the site, rights, or interest therein, and/or improvements thereon that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).**
4. ~~The Division will determine whether the disposal is consistent with the district's approved Long Range Facility Plan, or whether it has a negative impact on the educational adequacy of an individual site.~~ **If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.**
5. ~~The Department of Education will notify the district of its approval or disapproval.~~ **If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.**



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Disposition of **Land Real Property**

DB. Disposal – N.J.A.C. 6A:26-7.4(b)

1. ~~If the Department of Education approves the Board's request, the Board by the affirmative votes of a majority of its full number of members, may alter or dispose of through sale, transfer or exchange of all or part of the total acreage of an approved school site, including facilities if applicable. The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.~~

C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:

1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or
2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A. ~~Any such real property will be sold at public sale, in accordance with N.J.S.A. 18A:20-5 et seq., unless it is sold at private sale without advertisement to the State of New Jersey or a political subdivision of the State or otherwise conveyed or transferred as provided by statute.~~



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3. ~~The public sale will be advertised at least once a week for two weeks prior to the sale in the newspapers in which official announcements of this district are made.~~

E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7

4. ~~After advertisement, the property will be sold to the highest bidder, except that:~~

a1. **In the case of public sales** ~~The Board may by resolution fix a minimum price with or without the reservation of the right, upon the completion of the said public sale, to accept or reject the highest bid made which reservation, a statement whereof shall be included in the advertisement of sale of the lands and given as public notice at the time of the sale, or b.~~ The Board may by resolution provide without fixing a minimum price, that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.

52. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.

63. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)

The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.

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Disposition of Personal Property

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[See POLICY ALERT Nos. 154 and 213]

R 7300.3 DISPOSITION OF PERSONAL PROPERTY

A. Definitions

1. "Personal property" means all **Board of Education** property other than real property; as defined in Regulation No. 7300.2; ~~instructional property, as defined in Regulation No. 7300.1; and~~ **Federal property, as defined in Regulation No. 7300.4.**
2. "Excess property" means personal property that is ~~still usable but~~ **is no longer needed in a school building or instructional program or administrative office** and is not required as a trade-in on a replacement purchase.
3. ~~"Estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~

B. Review Master List of Excess Property

1. **Upon request of the School Business Administrator/Board Secretary or designee, a The _____ Principal or other administrator** will compile a list of excess property in ~~his/her~~ **a school district** building or program at the close of a school year.
2. The _____ **School Business Administrator/Board Secretary** will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.
3. ~~The master list of excess property will be periodically distributed to all school facilities.~~
43. **A Principal or other administrator** ~~Any school or office~~ may request transfer of excess property ~~on the proper form, submitted by submitting a request to the School Business Administrator/Board Secretary _____.~~ **Requests will be granted in the order in which they are received.**



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54. An item transferred to another **location in the school district or office** will be removed from the district-wide list of excess property.
65. An item of personal property that has remained on the district-wide master list of excess property ~~for thirty working days or more will be considered to be unusable and will~~ **may** be disposed of in accordance with Policy No. 7300 and this ~~R~~regulation.

C. Disposal at Public Sale – **N.J.S.A. 18A:18A-45**

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.

1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.
2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.
3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.
4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elects, ~~to~~ reoffer the property at public sale.

As used herein, “estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to **N.J.S.A. 18A:18A-45** ~~this section~~.



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5. The Board may reject all bids if it determines such rejection to be in the public interest.
 - a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.
 - b. If it elects to reject all bids at a second public sale, pursuant to **N.J.S.A. 18A:18A-45** ~~this section~~, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.
- 6.e. If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
- 7.6. Notwithstanding the provisions of **N.J.S.A. 18A:18A-45** and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

D. Discarding of Textbooks – N.J.S.A. 18A:34-3

1. Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.
2. In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.



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Disposition of Personal Property

3. The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.

E. Scrap and Waste Property

1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.
2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.
3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.

F. Board of Education Approval

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

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[See POLICY ALERT Nos. 154 and 213]

R 7300.4 DISPOSITION OF FEDERAL PROPERTY

A. Definitions

1. **"Awarding agency"** means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.
2. **"Uniform Grant Guidance"** means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.
- 3.1. **"Federal property"** means all **equipment, supplies, or real property**, ~~real or personal or otherwise,~~ purchased with Federal grant funds ~~, including instructional materials.~~
2. ~~"Excess property" means personal property that is still usable but is no longer needed in a school building or instructional program or administrative office and is not required as a trade-in on a replacement purchase.~~
3. ~~"Estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~
4. **"Equipment"** means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.
5. **"Real property"** means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.



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Disposition of Federal Property

6. **"Supplies" means all tangible personal property other than those described in "Equipment", as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
7. **"Federal property no longer needed" for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.**

B. Periodic Review

1. The School Business Administrator/Board Secretary will compile a list of **physical inventory of excess Federal property in the district at the close of each school year. This physical inventory must be taken and the results reconciled with the property records at least once every two years.**
2. A The list of ~~excess F~~**federal property no longer needed** will be periodically distributed to all school facilities **in the district.**
3. Any school may request the _____ to transfer ~~excess F~~**federal property** to a currently or previously funded ~~F~~**federal project** or arrange a shared-time use with other such projects. ~~Requests will be granted in the order in which they are received.~~
4. ~~Property transferred to another school or office will be removed from the district wide list of excess property.~~
45. **Federal pProperty no longer needed in the school district will be considered for disposition that has remained on the list of excess federal property for thirty working days or more will be considered to be unusable and will either be traded in or reported to the State Department of Education with a request for disposal.**



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Disposition of Federal Property

C. ~~Trade in~~

~~Federal property no longer usable may be traded in or sold and the proceeds are to be used to offset the cost of replacement equipment with the approval of the New Jersey Department of Education. The additional cost to acquire a replacement shall be charged directly to the federal program, if the program budget permits, and provided the Board of Education has approved the transaction by resolution.~~

CD. Disposal Disposition of Federal Property - Equipment

1. **The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.**

a1. **If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal equipment no longer needed with a current per-unit fair-market value in excess of \$5,000 may be retained or sold by the school district or more may be retained for other uses provided compensation is made to the United States Department of Education. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2). The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. Payments shall be made to Treasurer, State of New Jersey- New Jersey Department of Education.**

2. ~~The _____ will request disposition instructions from the Secretary of the United States Department of Education for equipment no longer wanted by the school district.~~

~~If so instructed or if the disposition instructions are not issued in one hundred twenty calendar days after the request is received by the Secretary, the equipment will be sold in accordance with No. 3 below.~~



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- b3. ~~Federal eEquipment no longer needed and/or wanted with a current per-unit fair-market value of less than \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency. and more than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, shall be disposed of with no further obligation of the school district and as follows:~~
- a. ~~Notice of the date, time, and place of public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in a legal newspaper. (N.J.S.A. 18A:18A-45b)~~
 - b. ~~A sale shall be held not less than seven nor more than fourteen days after publication of the newspaper notice. (N.J.S.A. 18A:18A-45b)~~
 - c. ~~If no bids are received, the Board may readvertise the public sale or sell the property at private sale without public notice. Any such property sold at private sale cannot be sold for less than the estimated fair value of the property. (N.J.S.A. 18A:18A-45d)~~
 - d. ~~The Board may reject all bids if it determines that such rejection is in the public interest. If all bids are rejected, the Board may readvertise the property for a second public sale. (N.J.S.A. 18A:18A-45e)~~
 - e. ~~If the Board rejects all bids at the second public sale, the Board may sell the property at private sale without public notice, provided the selling price at private sale is at least as high as the highest bid received at the two preceding public sales, and the terms and conditions announced at the public sales are unchanged. (N.J.S.A. 18A:18A-45e)~~
4. ~~Federal property with a unit value of less than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, may be disposed of at private sale with no further obligation of the school district and as follows:~~



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Disposition of Federal Property

- a. ~~The _____ shall establish the sale price and make reasonable efforts to find private buyers. The price charged shall be fair in value, but in no case can it be less than the costs incurred by the Board in arranging the sale and maintaining and delivering the property.~~
 - b. ~~Property that remains unsold after thirty working days shall be given without cost to another school district or a charitable organization or institute within the school district.~~
 - c. ~~Property that has not been claimed after thirty working days shall be offered for scrap or, if that is not feasible, discarded.~~
5. ~~If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the Federal project or program, the school district shall retain the supplies for use on non-Federal activities or sell them, but shall, in either case, compensate the Federal government for its share. The amount of compensation shall be computed in the same manner as for equipment.~~
- ~~The supplies acquired with Federal funds may not be used to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute.~~
2. **If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.**

D. Disposal of Federal Property – Supplies

1. **Title to supplies will vest in the school district upon acquisition.**



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Disposition of Federal Property

2. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).

E. Disposal of Federal Property – Real Property

1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.
2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.

~~34 CFR Subtitle A Section 74.34, 74.35 and 80.32~~

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5600 Code of Conduct (Regulation)

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.

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.

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.

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.

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.

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. 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. In no other instance may a student's grade be lowered as a direct penalty for misconduct.
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.

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 Infraction	Offense	Action	Comments
Out of Class Without Pass	1 st offense - 2 nd offense - 3 rd offense	Warning - Detention - Detention	-
Disorderly Behavior in Cafeteria -	1 st offense - 2 nd offense - 3 rd offense - Subsequent	Warning - Detention - 2 Detentions - Saturday school/ ISS or OSS	-
Disrespect to School Personnel -	1 st offense - - 2 nd offense - - Subsequent	Saturday School/ Parent Notified - 2 Saturday School/ Parent Notified - ISS OR OSS	-
Excessive Display of Affection - -	1 st offense - 2 nd offense - 3 rd offense	Warning - Detention - Saturday School/ISS	-
Forging any Official Document - -	1 st offense - 2 nd offense - 3 rd offense	1 day OSS - 2 days OSS - 3 days OSS	-
Gambling/Card Playing -	1 st offense - 2 nd offense - 3 rd offense	Warning - Detention - Saturday School	-
Inappropriate Behavior at School Program -	1 st offense - 2 nd offense - 3 rd offense	Saturday School - 2 Saturday School - ISS/OSS	-
Loitering on School Grounds While Absent/Suspended or Trespassing -	1 st offense - 2 nd offense - 3 rd offense	1 Saturday School - 2 Saturday School - OSS	-
Refusal to Hand Over Unauthorized Device to School Personnel/Electronics /cell phone (High School only)	1 st offense - 2 nd offense - 3 rd offense	Detention - 2 Detentions/ Parent notified - Saturday School	Students can pick up after detention

Pupil use of Privately-Owned Technology Headphones—cannot be utilized or visual in the hallways	1 st Offense 2 nd Offense 3 rd Offense 4 th Offense	Warning 2 detentions Saturday School ISS/OSS	
Cell Phones/Electronics Use in Middle School No MS student is allowed to use cell phones at any time; cell phones must be put away and remain unseen until student leaves the building. In case of emergencies, students must seek help from a teacher and from the Main office.	1 st offense - 2 nd offense - 3 rd offense	Warning - Call Home/Detention - Saturday school; parent must pick up phone	-
Insubordination	1 st offense - 2 nd offense - 3 rd offense	Detention - Saturday School - ISS/OSS	-
Bias Incidents (Sexual Harassment, Racial/Ethnic Slurs)	1 st offense - - 2 nd offense	Saturday School and Counseling - 2 days OSS/ISS and Counseling	-
Truancy for Day of School	1 st offense - - 2 nd offense 3 rd Offense	2 Saturday Schools “0” grade per class 1 cut for each class - ISS/OSS 1 cut for each class Denial of credit after/ ISS	Can be referred to Municipal Court. Police notified.
Harassment/Intimidation/Bullying (HIB)	-	As indicated in Policy Students may be disciplined as per code of conduct Administrative prerogative may apply based on	-

		severity of the incident	
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense - 2 nd offense	5 Days OSS and Restitution for Damages - 10 Days OSS and Restitution for Damages	Police called and parent notified. Possible charges.
Possession/Distribution of Hate Material	1 st offense - 2 nd offense	2 Days OSS - 3 Days OSS	-
Vandalism	1 st offense - 2 nd offense	1—2 Days OSS - 1—4 Days OSS	Parent notified and police contacted. Possible charges. Restitution.
Verbally Threatening a Staff Member	1 st offense - 2 nd offense	3 Days OSS and Parent Conference - 10 Days OSS and Parent Conference	Student may be sent to S.A.P. program. Police may be notified
Fighting	Any offense	1—3 Days OSS/ISS (or more depending on severity). Parent/Police notified Peer mediation or Conflict Resolution	If definite self-defense is proven, only the instigator may be punished. S.A.P. may be set up for student to attend.
Attire Gang-Related in Nature	Any offense	Discretion of Administration; Paraphernalia confiscated	-
Possession of CDS	1 st offense - 2 nd offense	Indefinite suspended pending assessment and referral to S.A.C. - 10 Days OSS	Referral to S.A.C. Police notified. -
Sale and Distribution of CDS	Any offense	May include: 10 Days OSS/ Expulsion Meet with S.A.C. Referral to Community Agency Referral to CST	Seller of drugs and/or controlled dangerous substances while

		Police Notification	on — school property or at school sponsored events; are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession /Alcohol	1 st offense - 2 nd offense	Suspended pending assessment and referral to S.A.C. - 1—10 Days OSS Referral to S.A.C.	-
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)	All - 1 st offense - 2 nd offense - 3 rd offense	Removal — from class until change of clothes — is available. Parent may be notified. - Warning - Detention - Saturday School	-
Late to Class	1 st offense - 2 nd offense - 3 rd offense	Teacher handles - Teacher handles - Central Detention	-
Smoking, Tobacco, E-Cigarettes	1 st offense - 2 nd offense - 3 rd offense	Saturday School - 2 — Saturday Schools - 4 — Saturday Schools	Police may be notified.
Cutting Class/Leaving School Grounds	1 st offense - 2 nd offense - 3 rd offense	2 Detentions for each cut - Saturday School - ISS and Denial of Credit	If — student behavior disrupts the learning process after being denied credit, — the student may — be removed. S.A.P. — may be set up for student to attend.

Weapons/Firearms/Zero Tolerance	Any offense	Up to 10 Days OSS Parents notified Police complaint filed	-
Misuse of Computers or any Electronic Devices/Social Media Misuse	Discipline based on severity of infraction	1 — 10 Days OSS/ISS	Parents notified. Possible police notification.
Disruptive Behavior	1 st offense - - 2 nd offense - - 3 rd offense - 4 th offense - - Subsequent	Teacher handles/ possible teacher detention Teacher writes up incident and submits to VP - Warning Meeting with VP and teacher possible detention - Central Detention - Saturday School VP/parent/teacher conference - ISS or OSS	Teacher should contact parent. - - Student's schedules may be changed administratively due to chronic disruptions.
Eating/Drinking in Other than Cafeteria	1 st offense - - 2 nd offense - 3 rd offense	Teacher issued Warning - Central Detention - Saturday School	-
Language/Written/Gestures/Defamation of Cultural, Racial, or Religious Groups	1 st offense - 2 nd offense - 3 rd offense	Warning - Detention - Detention/ Parent Conference	Actions can be upgraded depending on severity of gesture.
Inappropriate Physical Contact	1 st offense - 2 nd offense - 3 rd offense	Saturday School - 2 — Saturday Schools - 2 OSS	-
Theft/Stealing	1 st offense - 2 nd offense	1 — 5 Day ISS/OSS - 1 — 10 Days ISS/OSS	Restitution. Possible police notification. Restitution

Extortion	1 st -offense - 2 nd -offense	2-OSS - 3-OSS	Restitution. Police notified. -
Cheating	1 st -offense	"0" for grade Parent notified	-
Failure to Report to Activity Period	1 st -offense - 2 nd -offense - 3 rd -offense - 4 th -offense	1 Detention - 2 Detentions - 3 Detentions - Saturday School	Actions can be upgraded depending on severity of gesture.
Tardy for School	1 to 3 offenses 4 offenses 5 offenses 6 offenses 7 offenses 8-20 offenses >20 offenses	Excused Detention Detention Detention 2 Detentions Saturday School Potential loss of 1 st period credit	Loss of school privileges for lunch, trips, etc.
Cutting Administration Detention	1 st -offense - 2 nd -offense - Subsequent offense -	2 Detentions - Saturday School - ISS/OSS	-
Dating Violence at School	All incidents - - In-addition to: -	Immediate separation of students involved. Students escorted to office. Interview student involved and investigate incident (including interviewing witnesses). Set up meeting with SAC. Parent notification. - At the discretion of administration, based on the severity of the incident, steps may be skipped.	At the discretion of administration, depending on the severity of the incident. Consequences may include but not be limited to: 1. Changes in schedule. 2. Counseling SAC. 3. Psychological evaluation. 4. Set up Behavior Plan. 5. I&RS. 6. Alternative placement (SAP/II).
Verbally threaten another student (threat of physical violence)	1 st -offense 2 nd -offense	Saturday School 2 Saturday Schools	At the discretion of administration, depending

	3 rd offense	1-2 Days ISS/OSS	on the severity of the incident; consequences may include but not be limited to:
	4 th offense	2-4 Days ISS/OSS	1. Parent notification 2. Counseling —SAC. 3. Psychological —evaluation. 4. Set-up Behavior Plan. 5. Referral to I&RS. 6. Schedule change 7. Alternative placement —(SAP/TH).
Removal from class for disruptive / inappropriate behavior	1 st offense	Central Detention	Parent Notification for every incident.
	2 nd offense	2 Central Detentions	
	3 rd offense	Saturday School	
	4 th offense	2 Saturday Schools	
	Subsequent	ISS/OSS	

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
INSUBORDINATION- Examples of this type of conduct include, but are not limited to:		
Tardiness to Class Students are expected to be in class on time.	1 st offense	Teacher's Discretion
	2 nd offense & Subsequent offenses	Teacher's Discretion
	Excessive offenses	Issue referred to Administration - Central Detention(s), Saturday Detention(s) and/or Removal of Privileges
Tardiness to School	1-3 offenses	Excused
	4 th	Central Detention
	5 th	Central Detention
	6 th	Central Detention
	7 th	2 Central Detentions
	8 th - 15 th >15	Saturday school for every late Loss of 1 st period credit
Failure to Report to Late Sign-In Table and/or Main Office When Late to School 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.	Any offense	<i>Depending on Circumstance:</i>
		May accrue an unexcused absence from class if not in class for a minimum of 30 minutes May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action
Failure to Attend Teacher Detention	1 st offense	Teacher's Discretion
	2 nd offense	Issue referred to Administration - Central Detention
	Subsequent offenses	Issue referred to Administration - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of
Failure to Attend Saturday Detention	Any offenses	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
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>	1 st offense 2 nd offense 3 rd offense 4 th offense Subsequent	Saturday Detention 1-Day In-School Suspension (loss of credit if same course) 1-Day Out-of-School Suspension (if same course, loss of credit, removal from course, and loss of summer school credit recovery option) Mandatory 5 day SAP referral (SAP refusal results in OSS) Mandatory 10 day SAP referral (SAP refusal results in OSS)
<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</p>	1 st offense 2 nd offense Subsequent offenses	1-Day In-School Suspension; Removal of Privileges may occur 2-Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course) 2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program) (SAP refusal results in OSS)

<p>Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363)</p> <p>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</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>
	<p>1st offense</p> <p>2nd offense</p>	<p>Issue referred to Administration – Central Detention (phone returned to student at end of the day)</p> <p>Saturday Detention (phone returned to student at end of the day)</p>

<p>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</p>	3 rd offense	1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)
	High School	
	1 st offense	Saturday School (electronic device(s) returned to student at end of the day)
	2 nd offense	1 Day In-School Suspension (electronic device(s) returned to student at the end of the day)
	Subsequent	1 Day Out- of- School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)
	Any offense	Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result
<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>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.</p> <p>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 	<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>choke collars are not permitted.</p> <p>5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.</p> <p>6. Skirts, dresses, and shorts should not end higher than mid-thigh.</p> <p>7. Any clothing or patches that have writing or pictures that include the following are not permitted:</p> <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>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</p>		
<p>Eating/Drinking in unauthorized areas (i.e. classroom)</p> <p>Students in the Hasbrouck Heights High District are prohibited from bringing food, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the periods. At no time should food or drink be carried around the building during the day or taken to the classroom, except to brought to the cafeteria during lunch periods.</p>	<p>Any offense</p> <p>Chronic offenses</p>	<p>Teacher's Discretion</p> <p>Refer to Administration</p>
<p>Using an Outside Vendor to Make Deliveries to School</p>	<p>1st offense</p> <p>Subsequent offenses</p>	<p>Confiscation of delivery – Warning Issued</p> <p>Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>
<p>Not Following Procedures when on <i>Restricted Bathroom/Locker Room & Hallway Status</i></p> <p>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.</p>	<p>1st offense</p> <p>2nd offense</p>	<p>Renew length of current restriction</p> <p>Restricted status for the remainder of the school year and/or Removal of Privileges</p>
<p>CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:</p>		
<p>Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school</p>	<p>Any offense</p>	<p>Teacher's Discretion</p>

<p>environment</p> <p>Major Disruptive/Inappropriate Behavior Behavior that may warrant removal from class</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	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</p>	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>
<p>Use of Offensive Language (verbal/written/gestures)</p>	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>	Any offense	<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>ACADEMIC DISHONESTY-Examples of such conduct include, but are not limited to:</p>		
<p>Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.</p>	Any offense	<p>Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is</p>

	2 nd offense & Subsequent offenses	campus/revocation of parking (length to be determined-marking period, semester, year) and Saturday Detention Removal of Privileges and Police notified to issue summons
ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS- Examples of such conduct include, but are not limited to:		
Breach of Security Procedures 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.	Any offense	Penalties may vary according to the severity and frequency of the offense Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Violation of Harassment, Intimidation, and Bullying (HIB) Policy 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: <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 interfering with a 	1 st offense & Subsequent offenses	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 <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>
Gambling Card playing, dice throwing or any similar activity is prohibited on school grounds.	Any offense	Penalties may vary according to the severity and frequency of the offense Administration's Discretion -

		Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In- School Suspension(s); and/or Removal of Privileges; Refer to
Loitering on School Grounds or while Absent/Suspended	Any offense	Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In- School Suspension(s); and/or Removal of Privileges
Verbal, Written, and/or Gestures that Threaten School Personnel	Any offense	1 – 10 Days Out-of-School Suspension or more pending a BOE Suspension Hearing <i>Police notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i>
Theft Personal/School Property Deliberately taking another's property constitutes theft, which is a criminal offense. This includes textbooks, library materials that are not signed out and/or cafeteria food where payment is not made. All students are urged to take proper care of their possessions. No student should leave bicycles or mopeds unsecured; lockers unlocked, carry large sums of money, or are otherwise careless with personal property. Students have an obligation to report any theft immediately to the appropriate Assistant Principal. Students are encouraged to report information that may come to them regarding thefts.	Any offense	1 – 10 Days Out-of-School Suspension Parent Conference with Administration <i>Police notified. The school may file a complaint with the Police. Restitution will also be required.</i>
Use or Possession of Dangerous Controlled Substance/Alcohol Students who are apprehended using an illegal drug or substance, as defined by law, shall be suspended for such time as necessary to determine whether the student may safely return to school. The use of any drug, including alcohol, for any reason other than medical is expressly forbidden by the Board of Education. This policy is in effect for any person on school grounds or at any other school event. Student violators face appropriate action as specified in Board Policy.	Any offense	<i>Out-of-School Suspension and diagnostic substance screening to determine presence of drugs, alcohol, or steroids. Referral to S.A.C. May require mental health screen for re-entry to school. Police notified. The school may file a complaint with the Police.</i> 1-10 Days Out-of-School Suspension, pending positive assessment SAP (Suspension Alternative Program) (SAP refusal results in OSS)
Sale & Distribution of Controlled Dangerous Substances	Any offense	<i>Indefinitely suspended pending an investigation and diagnostic substance screening to determine presence of drugs, alcohol, or steroids. Referral to S.A.C. May require mental health screen for re-entry to school. Police notified. The school will file a complaint with the Police.</i> 1 – 10 Days or more Out-of-School Suspension pending a BOE Suspension Hearing

<p>Possession or Use of Tobacco Products and/or Possession or Use of Electronic Smoking Devices (Vaping)</p> <p>Smoking or use of tobacco products, including electronic cigarettes 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.</p> <p><i>*If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police. This will result in legal action, which includes a court appearance and monetary fine.</i></p>	<p>1st offense</p> <p>2nd offense</p> <p>Subsequent offense</p>	<p><i>Any student involved in vaping may be subjected to a diagnostic substance screening.</i></p> <p>2 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a marking period. May result in a court referral for legal action, which includes a monetary fine</p> <p>4 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a semester. Mandatory court referral for legal action, which includes a monetary fine</p> <p>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. Mandatory court referral for legal action, which includes a monetary fine. (SAP refusal</p>
<p>*Activating Fire Alarm or Extinguisher</p>	<p>Any offense</p>	<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</i></p>
<p>ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited</p>		
<p>Arson</p>	<p>Any offense</p>	<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 Damaging school property</p>	<p>Any offense</p>	<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>Any offense</p>	<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. Mandate in-school peer conflict and/or anger management counseling.</i></p>

Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.		
Possession of Weapons/Firearms 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.	Any offense	Out-of-School Suspension up to 10- may incur a Longer-term a BOE Suspension Hearing <i>Police notified. The school may file a with Police. May require mental for re-entry to school.</i>
CUMULATIVE CODE OF CONDUCT INFRACTIONS		
10 Total Discipline Infractions		Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS) May include loss of grade level privileges pending nature and severity of infractions, to be determined by VP/Principal
15 Total Discipline Infractions		Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS) Results in loss of all grade level privileges for the year
ISS/OSS for the year (total incidents)	1 st offense 2 nd offense 3 rd offense	1 Day Suspension from any intra/extra-curricular activities 3 Day Suspension from any intra/extra-curricular activity 5 Day Suspension from any intra/extra-curricular activities 10 Day Suspension from any intra/extra-curricular activities 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

- a. 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.
- b. 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.
- 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

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:

1. Moving freely about the school building;
2. 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. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

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 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 Infraction	Offense	Action	Comments
Disruptive Behavior	1 st offense	Teacher warning	

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

	3 rd offense	Referral to the Principal/Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention Parent Conference	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/	Police may be notified at any level of offense

		Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense	Up to 5 Days OSS and Restitution for Damages	Police Contacted/ Parent Notification
	2 nd and subsequent offense	Up to 10 Days OSS and Restitution for Damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal/ Parent Notification/	Police may be notified at any level of offense
	2 nd offense	Principal's Detention	
		Referral to the Principal/ISS/ Parent Conference	Possible Restitution.
Verbally Threatening a Staff Member	1 st offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal and Guidance Counselor/OSS/ Parent Conference	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/Pos-session/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	Referral to the Principal/ Parent	Police may be notified.
	2 nd offense	Notification/ Principal's Detention	
	3 rd offense	Referral to the Principal/ Principal's Detention/ Parent Conference	Possible referral to the SAC
		Referral to the Principal/ISS/ Parent Conference	
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	Referral to the Principal/ Parent	Subsequent offense may include: ISS and/or OSS
	2 nd offense	Notification/ 2 Principal's Detentions Referral to the Principal/ 2 Principal's Detentions/ Parent Conference	
Harassment/Intimidation/Bullying (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 (First Reading): July 19, 2017

Revised (Second Reading): August 24, 2017

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 ~~for discipline only~~ **and/or in school suspensions**
- ~~Two (2) Separate in/out of school suspensions~~ **One (1) out of school suspension**
- ~~Twenty-one~~ **Fifteen** unexcused tardies
- Excessive disciplinary action ~~may~~ **will** result in loss of class privileges
- After 12 or more absences, a student may lose grade level privileges.

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

Adopted: 20 November 2014

Revised: August-25, 2016

Revised (First Reading): July 19, 2017

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2624 GRADING SYSTEM

Elementary School Grades K - Five

The Hasbrouck Heights Board of Education believes that the Elementary School report card should reflect the degree to which a student has mastered the content of the core curricula. As such, it is essential that each individual's grades are calculated and allocated independently of any other student. It is the responsibility of the classroom teacher to utilize multiple assessments to determine a student's degree of mastery regarding the content outlined in the Common Core and New Jersey Core Curricula Content Standards which is the curricula adopted by Hasbrouck Heights School District. Ultimately, the purpose of the Elementary School report card grade is to inform students and parents of the students' attained level of proficiency and mastery of core curricular content.

General Elements of Grading

A student's grade in any course should reflect that student's skill proficiency and essential understanding of core content curricula at all grade levels. A balanced and regular schedule of formative and summative assessments is necessary to determine each student's skill proficiency and essential understanding of core content curricula standards. Rubrics for projects and some assignments will be provided by teachers in advance so students and/or parents/guardians understand the criteria by which students will be graded (e.g., the level of skill proficiency and/or essential understandings required to obtain an "A" or "B" or "C" or the deficiency of skills/essential understandings that constitutes a "D" or "F"). Note that attitude, cooperation, and compliance with classroom rules affect a student's proficiency and essential understandings.

Kindergarten through Grade 2: Grading System

Numerical grades will not be assigned to a student's performance on the report card. Rather, a marking system (detailed below) will be used to rate a student's mastery of (but not limited to) specific academic skills, work habits, and social development. This system is devised to report on a student's attainment of a plethora of skills. It is highly recommended that parents utilize these skills based report cards to assist children at home.

*Kindergarten through Grade 2 Marking System: Distributed three times per year

4 = Exceeds standards.

3 = Achieves standards.

2 = Approaching standards.

1 = Needs support.

N/A = Not assessed at this time.

Third through Fifth Grade: Grading System

In the core subject areas a report card grade will reflect a student's skill proficiency and essential understanding of core content curricula standards (Common Core and New Jersey Core Curricula Content Standards) as outlined below.

Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Formative and Summative assessment and/or assignments* include written and oral quizzes, tests, lab write-ups, essays, reports, projects, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use at minimum of 6 graded assessments per marking period to gauge student progress in skill proficiency and/or essential understanding of core curricula content standards.
- In conjunction with the Principal, teachers at all grade levels will collaborate to create common formative and summative assessments that will determine if students have attained skill proficiency and essential content understanding as dictated by core curricula content standards. The types of formative and summative assessments must vary at each grade level and according to content areas. For example, teachers in K-3 may use non-written formative and summative assessments to determine student skill levels. Also, teachers of electives may create project-based formative and summative assignments (with rubrics) to assess student progress.
- A quiz is a formative assessment given in class that measures knowledge and skills pertaining to core curricula content standards and are meant to assist the student in attaining skill proficiency and core content understanding. Assignments completed outside of the classroom cannot be counted as a quiz. A test is a summative assessment that determines in a final and formal manner each student's skill proficiency and essential understanding of core content curricula.
- A balanced and regular schedule of formative and summative assessments including projects, labs, quizzes, tests, reports is required to determine skill proficiency and essential content understanding of core curricula content standards. Teachers should strive to achieve a balance among the types of formative assessments (quizzes, projects, assignments, blogs, drafts, etc.) and summative assessments (tests, reports, performances, culminating activities, and portfolio assignments) that best determine students' skill proficiency and essential understanding of content information.

- Teachers at each grade level will work cooperatively to stagger the due dates of formative and summative assessments and assignments including due dates for special projects, reports, and tests.

- No one assessment can count for more than 25% of the assessment portion of the grade.

* Third through Fifth Grade Marking System for all subjects: Distributed four times per year

A 100- 93

A- 90- 92

B+ 87-89

B 83-86

B- 80- 82

C+ 77-79

C 73-76

C- 70- 72

D 65-69

F 55- 64 (For first three marking periods)

<65 (For marking period 4)

Progress reports will be available through GENESIS at the midpoint of each marking period for grades 3-5.

10% Participation: Includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions contributing to establishing an academic or working atmosphere in the classrooms, lab, shop paying attention to the contributions of others....

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage system.

- 100 percent for completion or good effort;
- 75 percent for partial or average effort;
- 50 percent for an attempt, but not enough of the assignments is good to show that the student made a sincere effort for completions;
- 0 for no homework or nearly no homework;

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%.

There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in GENESIS to inform parents why the grade was lowered.

Middle School and High School: Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Formative and Summative assessment and/or assignments* include written and/or oral quizzes, tests, lab write-ups, reports, projects, papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use at a minimum one of 6 assessments per marking period. Common Assessment will be utilized in all subject areas.

- No one assessment can count for more than 25% of the assessment portion of the grade.

Procedures

At the mid-point in each marking period, students should have completed a number of formative assessments and summative assessments which will be accurately recorded in GENESIS to reflect each student's skill proficiency and essential understanding of core content curricula standards at that point in the marking period.

If a student is absent for a summative or formative assessment, the test/quiz should not be "made-up" during the following class period/instructional time. Before/after school is when make-up quizzes or tests should. Students will have up to three school days (or longer as per the teacher and/or Principal) to complete missed work or assessments.

10% Preparation: includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions contributing to establishing an academic or working atmosphere in the classrooms, lab, shop paying attention to the contribution s of others....

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage system.

- 100 percent for completion or good effort;
- 75 percent for partial or average effort;
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions;
- 0 for no homework or nearly no homework;

Teachers may assign one homework assignment per week to be graded for accuracy. Teachers must make students aware of which homework assignment will be graded. Grading for the completed work will abide by the following grading scale: 55-100

A zero for no homework or nearly no homework will still be assigned.

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in GENESIS to inform parents why the grade was lowered.

Numerical Grades

When calculating numerical grades, only a decimal remainder equal to or greater than .5 will be rounded up. Below is the grading scale used for converting numerical grades to letter grades.

Grading Scale

A+ 97-100

A 93-96

A- 90- 92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70- 72

D 65-69

F 55- 64 (For first three marking periods)

<64 (For marking period 4)

Pass/Fail Grading

Not Applicable. The Superintendent in conjunction with the Building Principal may grant "pass/fail grading" under extenuating circumstances on a case-by-case basis.

Incomplete Grades

Must be resolved within two weeks of the end of Marking Period. The Principal may grant an "incomplete grade" under extenuating circumstances on a case-by-case basis.

Honor Roll: Criteria

The purpose of these criteria is to further motivate students to work to their academic potential and further reward students for their efforts in earning grades of excellence.

High School

Criteria- The criteria for the three levels of honor roles is as follows: First Honors: All A's (defined as A+, A, A-)
Second Honors: At least three (3) A's (defined as A+, A, A-) and no grade below a B (numeric 83 or higher)
Third Honors: At least 3 B's (numeric 83 or higher and no grade below a B (numeric 80 or higher)

Middle School

Criteria- The criteria for the two levels of honor roles is as follows:

High Honor Roll: A+, A or A- in every subject

Honor Roll: At least three (3) A+'s, A's or A-'s and all grades B- or better

Determination of Class Rank 9 - 12

Rank in class is based upon a student's grade point average (G.P.A.), which is determined by multiplying the quality point equivalent for each grade received by the number of credits for that course. The sum of the quality points divided by the sum of the credits for all courses taken yields the G.P.A. Grading scales are used adding extra weights for courses that are pre-advanced placement or honors, or college level, dual-enrollment, or advanced placement courses, as these courses are more rigorous and academically challenging. See below.

- Only a student who has enrolled in Hasbrouck Heights High School PRIOR TO OR ON November 1 of that student's grade 9 year will be eligible for consideration as valedictorian, salutatorian, and third honors.
- Effective with the 2013-2014 School Year and thereafter, the three students with the highest GPAs will be designated Valedictorian, Salutatorian, and Third Honors, only after the seventh semester and after the release of seventh semester GPA and percentile rank.
- Effective in School Year 2013-2014 and thereafter, no number ranking (1, 2, 3, 4, etc.) will be provided to students and/or their parents/guardians, or staff members.
- Effective in School Year 2013-2014 and thereafter, rank will only be provided to students and their parents/guardians after the seventh semester at Hasbrouck Heights High School, and rank will only be provided in percentages: 10%, 20%, 30%, etc. to those students and their parents/guardians within those percentages.
- If a college/university requests a number rank, the guidance counselor will provide that number rank to the admissions office only.
- Under no circumstances will a number rank will be provided to any parent/guardian or student who requests that information, either from the Principal or administrator or guidance counselor.

- In determining a transfer student's class rank (a transfer student is defined as a student who enters Hasbrouck Heights High School after November 1 of that student's grade 9 year), only courses defined by the New Jersey Department of Education (NJ DOE) course codes from the student's previous school(s) will be considered for GPA and thus for percentile rank. Transfer students are not eligible for valedictorian, salutatorian, or third honors.
- Effective with School Year 2013-2014 and thereafter, students are encouraged to take enrichment or advanced summer or online classes, but these classes will not be counted in the GPA of those students and thus will not be counted to the percentile rank. These summer and online courses will be placed on a student's transcript only if the summer or online courses are approved by the NJ DoE.
- Effective with School Year 2013-2014, credit recovery and/or online credit recovery courses will be used for GPA and thus percentile rank only when the credit recovery summer or online course is mandated by the Superintendent, Principal, or his/her designee and is approved by the NJ DoE.

Withdrawing From Courses

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the supervisor/administrator.
2. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. After that time, a grade of "W or W/Fail" will be given for that course.
3. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.
4. If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive credit for the lower level.
5. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course for the entire school year. The grade and credits from test taking skills courses are included in GPA calculations.
6. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exception could be necessitated for transfer students or with administrative approval.

7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.

8. All students must take at least 7 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 7 with parental permission. Athletic eligibility must be considered before dropping a course.

Scheduling and Program Changes

1. Students register for classes in the Spring ~~using a course selection sheet~~. These forms **Choices** are signed off by the student and parent/guardian indicating agreement with the schedule. If a student does not ~~return~~ **sign** the form, the schedule will be developed by the counselor.

2. ~~No changes in requests will be considered after June 15 except for a change in the course offerings.~~ After the second full week of school in September, students who want to drop an elective will only be permitted do so upon parents signed approval; noting that the option may be a study hall with a loss of credits.

3. Prior to, and during the first week of school, scheduling errors are resolved. Schedule changes that will be made are for basic skills placement, adjustments for failures, and summer school results.

4. Change of teacher will not be honored.

Weighted Grading Scale (Per Credit)

Standard Academic	Honors/Pre-AP Academic	College Level/Dual Enrollment or Advanced Placement
4.6	5.0	5.3
4.3	4.7	5.0
4.0	4.4	4.7
3.6	4.0	4.3
3.3	3.7	4.0
3.0	3.4	3.7
2.6	3.0	3.3
2.3	2.7	3.0
2.0	2.4	2.7
1.3	1.7	2.0
0.0	0.0	0.0

Quality Points for a Five Credit Course

A	23.	25.	26.
A	21.	23.	25.

A-	20.	22.	23.
B+	18.	20.	21.
B	16.	18.	20.
B-	15.	17.	18.
C+	13.	15.	16.
C	11.	13.	15.
C-	10.	12.	13.
D	6.5	8.5	10.
F	0.0	0.0	0.0

Quarterlies - Grades 6 – 8

Common Quarterly assessments are required to be taken by students in grades 6-8 (marking periods 1, 2, 3 and 4).

Students who are absent from school on the day of a quarterly is administered must provide the Principal with a verifiable and valid excuse. If the absence is not considered to be valid by the Principal the student will not be permitted to make up the exam and will fail the course for the year.

Midterms and Finals Grades 9-12

Students who are absent from school on the day that a midterm/final is administered must provide the Principal with a verifiable and valid excuse. If the absence is not considered to be valid by the Principal, the student will not be permitted to make up the exam and will fail the course for the year.

Examination Exemptions for Grade 12 Students

Exemptions for final examinations will be granted for grade 12 students who, in each course:

Attain a grade of 90 or higher in each of the four marking periods. Attain a grade of 90 or higher on the first midterm.

**Exemptions for final examinations for grade 12 students in semester courses:
Attain a grade of 90 or higher in each marking period.**

Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.

Note: Five (5) or more consecutive days absent will not count in the total providing that the student provides proof from a licensed physician attesting to the injury or illness mandating the student is exempt from attending school. Attendance will be mandatory during the exam period for which the student is exempt. Students who are absent must adhere to the make-up policy as listed in number 5 of this policy.

AP Courses- In lieu of taking a final examination in June, students may be required to take an AP test at the time approved by College Board. **In order to be exempt from an AP course final after taking an AP exam, students must be in good academic standing, holding an average of 80 or higher at the end of the third marking period.** Fourth marking period grades will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.).

Teacher Procedures

Teachers will complete the required exhibit for all students who will receive an exemption. A copy of the completed exhibit will be submitted to the guidance counselor and attendance administrator for verification purposes and forwarded to the Principal.

Junior English

Exemptions from the final examination in English II or English II H will be granted for Grade II students according to the following criteria:

- Attain a grade of 90 or higher in each of the four marking periods, and
- Attain a grade of 90 or higher on the first midterm, and
- Obtain a 4 or 5 on the previous school year's ELA PARCC assessment, and
- Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.
- If the scores are not received from the State of New Jersey before the final examination period, all remaining criteria will be utilized to determine exemption eligibility.

Junior Math

Exemptions from the final examination in any Math 11 courses will be granted for Grade 11 students according to the following criteria:

- Attain a grade of 90 or higher in each of the four marking periods, and
- Attain a grade of 90 or higher on the first midterm, and
- Obtain a 4 or 5 on the previous school year's Math PARCC assessment, and

- Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.
- If the scores are not received from the State of New Jersey before the final examination period, all remaining criteria will be utilized to determine exemption eligibility.

Calculation of Semester 1 and final grades: Semester 1

First Marking Period Grade 20% Second Marking Period Grade 20%
Mid-Year Assessment 10%

Semester 2

Third Marking Period Grade 20% Fourth Marking Period Grade 20%
Final Assessment 10%

Final Grade= (Semester 1 + Semester 2) /2

Plagiarism

Pupils are expected to be honest in all of their academic work and must not at any time engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities. Unless authorized by the classroom teacher, no student may use a cell phone during a formative or summative assessment. Use of an unauthorized cell phone or other electronic device (iPod, iPad, etc.) may be construed by the classroom teacher as an act of plagiarism.

2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.

3. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. The penalty for plagiarism and/or cheating is determined by the classroom teacher in conjunction

with the Principal and/or Principal's designee. ~~(see Code of Conduct)~~ **and in accordance with District Regulation 5701.**

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

Reprimand the pupil orally and/or in writing. The teacher in conjunction with the Principal and/or Principal's designee may also authorize to withhold credit in the work tainted by the academic dishonesty.

If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

If the pupil is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Board Policy.

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

Honors & AP Requirements for all Content Areas

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)

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.

QUALIFYING CRITERIA

Honors Criteria- 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.

AP Criteria- 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 AND a minimum score of 550 on ELA and/or mathematics PSAT/SAT sections, pending course requirements.

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

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 required semester 1 average will be able to appeal to the High School Principal if their semester 2 average meets the qualifying criteria. If a student wishes to appeal, a petition must be filed through guidance (See guidance for petition form).

* Starting SY 18-19, end of year petitions for updated PSAT/SAT scores will no longer be accepted. Students will need noted PSAT/SAT test scores from the fall administration to qualify.

* Starting SY 18-19 all students will need to meet 2 of the 3 following criteria to qualify for Honors courses: the appropriate class average, a ~~5~~ **4 or 5** on PARCC, and a minimum score of 480 or higher on the fall administration of the PSAT (section(s) pending course requirements).

SCIENCE COURSES

Honors Biology

Student attains a minimum semester 1 average of 92 in 8th grade Earth Science.

Honors Chemistry

- Student attains a minimum semester 1 average of 85 in Honors Biology
- Student attains a minimum semester 1 average of 92 in CP Biology

Honors Physics

- Student attains a minimum semester 1 average of 85 in Honors Chemistry
- Student attains a minimum semester 1 average of 92 in CP Chemistry.

AP Biology

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

- Student attains a minimum semester 1 average of 85 in Honors Chemistry and a minimum score of 550 on both the ELA and mathematics sections of the PSAT/SAT.

Student attains a minimum semester 1 average of 92 in CP Chemistry and a minimum score of 550 on both the 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 550 on both the ELA and mathematics sections of the PSAT/SAT.

Student attains a minimum semester 1 average of 92 in CP Physics and a minimum score 550 on both the 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.

COMPUTER PROGRAMMING COURSES

AP Computer Science

Beginning the 2018-2019 school year, student has completed Algebra II and obtains a minimum score of 600 on both the 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.**

SOCIAL STUDIES COURSES

Honors Early US History (US I)

Student attains a minimum semester 1 average of 92 in 8th grade Social Studies.

Honors Modern US History (US II)

Student attains 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.

Honors World History

Student attains 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.

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 Honors Modern US History II and minimum score of 550 on ELA section of the PSAT/SAT.

Student attains a minimum semester 1 average of 92 in CP Modern US History II and minimum score of 550 on 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 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.

WORLD LANGUAGE COURSES

AP Spanish

Student attains a minimum semester 1 average of 92 in Spanish III

AP Italian

Student attains a minimum semester 1 average of 92 in Italian III

ART AND MUSIC COURSES

AP MUSIC / ART COURSES

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

LANGUAGE ARTS COURSES

Honors English 9

Student attains 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.

Honors English 10

Student attains a minimum semester 1 average of 85 in Honors English 9 or a minimum semester 1 average of 92 in CP English 9.

Honors English 11

Student attains a minimum semester 1 average of 85 in Honors English 10 or a minimum semester 1 average of 92 in CP English 10.

Honors English 12

Student attains a minimum semester 1 average of 85 in Honors English 11 or a minimum semester 1 average of 92 in CP English 11.

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 ELA section of the PSAT/SAT.
- Student attains a minimum semester 1 average of 92 in CP English 10 and a minimum score of 550 on the 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 and a minimum score of 550 on the ELA section of the PSAT/SAT.
- Student attains a minimum semester 1 average of 92 in CP English 11 and a minimum score of 550 on the 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).

MATHEMATICS COURSES

Algebra 1 Honors

Student attains a minimum semester 1 average of 85 in 8th grade Honors Mathematics or a minimum semester 1 average of 92 in CP 8th grade Mathematics.

Geometry Honors

Student attains a minimum semester 1 average of 85 in Algebra 1 Honors or a minimum semester 1 of 92 in CP Algebra 1.

Algebra II Honors

Student attains a minimum semester 1 average of 85 in Geometry Honors or a minimum semester 1 average of 92 in CP Geometry.

Pre-Calculus Honors/ Trigonometry Honors

Student attains a minimum semester 1 average of 85 in Algebra 2 Honors or a minimum semester 1 average of 92 in Algebra 2.

AP Calculus

- Student attains a minimum semester 1 average of 85 in Pre-Calculus Honors and a minimum score of 550 on the mathematics section of the PSAT/SAT.
- Student attains a minimum semester 1 average of 92 in Pre-Calculus and a minimum score of 550 on the mathematics 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~~ **Algebra II** Honors and a minimum score of 550 on the mathematics section of the PSAT/SAT.
- Student attains a minimum semester 1 average of 92 in ~~Pre-Calculus~~ **Algebra II** and a minimum score of 550 on the mathematics 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.

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 ELA and mathematics section of the PSAT/SAT.
- Student attains a minimum semester 1 average of 92 in college preparatory math and language arts and a minimum score of 550 on the 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.

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5200 ATTENDANCE REGULATION

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
 - ~~supported by notification to the school by the student's parent;~~
 - 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 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 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 ~~three~~ **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 ~~16~~ **15** for a full year course, ~~8-7~~ for a half year course, and ~~4~~ **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, ~~twenty~~ **fifteen** or more lates to school, in grades nine through twelve, ~~may~~ **will** result in the loss of credit for period 1 class.

4. **Seat time – When students accrue 10 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 three cuts from a class will result in loss of credit and 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 ~~twelve~~ **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 Policy

5701- PLAGIARISM

- A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:
1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
 2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
 - a) **Plagiarism is using the source's exact words without quotations marks *even if you use a citation.***
 - b) **Plagiarism is using a source's words with or without quotation marks and *not* citing the source.**
 - c) **Plagiarism is using one or multiple sources' ideas over the length of your paragraph and only putting a citation at the end of the paragraph.**
 - d) **Plagiarism is falsifying a source citation (providing the wrong source for the information).**
 - e) **Incorrect procedure, *but not plagiarism*, is listing a source on your works cited page but never referring to that source anywhere in your paper.**
 - f) **Incorrect procedure, *but not plagiarism*, is using and citing a source in your paper which is not listed on the works cited page.**
 3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
- B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.
- C. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:
1. Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
 2. If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
 3. The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

4. If the pupil is not in agreement with the disciplinary action of the teacher, he/she may appeal the action to the Principal. If the pupil is dissatisfied with the Principal's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

Plagiarism Penalties

A Plagiarism Review Committee consisting of a school administrator, department supervisor and faculty member will be convened by the principal of the school to hear the appeal and decide whether plagiarism has been committed. (The teacher for whom the paper was written cannot be appointed to the committee.) A request for appeal for first offense must be made to the building principal within six (6) days of the accusation of plagiarism. Once an appeal is filed, all penalties are to be suspended until the outcome of the appeals process. The Plagiarism Review Committee will render a written decision within five (5) school days.

Penalties: These penalties are cumulative over four years and include all classes in all disciplines. Record keeping will be the responsibility of the Vice Principals who maintain the students' disciplinary folders for the four years.

1st Offense

- Teacher informs guidance counselor/VP
- Teacher detention
- Teacher calls parent
- "0" grade on assignment

2nd Offense (in any class)

- Teacher informs guidance counselor/VP
- Teacher calls parent
- "0" grade on assignment
- 1 Saturday detention

3rd and succeeding offenses (in any class)

- Teacher informs guidance counselor/VP
- VP/Principal calls parent
- "0" grade on assignment
- 1 In-school suspension
- If 3rd time in any class, loss of credit for the course

Adopted: 20 November 2014

Revised (First Reading): July 19, 2017

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5530 SUBSTANCE ABUSE

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

~~A. Definitions~~

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

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

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

~~B. Discipline~~

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

~~N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)~~

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

~~A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. Additionally, violation of this policy may result in exclusion from participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges at the discretion of the Superintendent, when necessary to maintain the order and integrity of the school environment. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.~~

~~C. Instruction~~

~~N.J.S.A. 18A:40A-1 et seq.~~

~~N.J.A.C. 6A:16-3.1~~

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

~~D. Reporting, Notification, and Examination~~

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

~~1. Alcohol or Other Drugs~~

- ~~a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.~~
- ~~b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.~~
- ~~c. If the written report of the medical examination is not provided within twenty four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.~~
- ~~d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.~~
- ~~e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14-~~
- ~~f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.~~

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

h. ~~The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.~~

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.~~

e. ~~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(e)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(e)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(e)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(e)~~

~~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(e)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(e)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.~~

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes the pupil'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 and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions: N.J.A.C. 18A: 40A – 9
N.J.A.C. 6A: 16 – 1.3; 6A: 16-4.1

For the purpose of this policy, the following definitions are used throughout this document and will have the stated meaning, unless otherwise specified:

“Evaluation” shall mean those procedures used to determine pupils need for an educational program or treatment which extends beyond the regular school program by virtue of alcohol or other drugs by the pupil or the pupil's family.

“Intervention and referral to treatment” shall mean those programs and services offered to help a pupil because of the use of alcohol or other drugs by the pupil or pupil's family.

“Substance abuse” shall mean the consumption or use of any substance as defined herein 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.

“Substance” shall mean:

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

“SAP” shall mean the Student Assistance Program in the Hasbrouck Heights Public School in which the Student Assistance Counselor follows.

“SAC” shall stand for the Student Assistance Counselor.

“CORE Team” shall mean a committee comprised of the Administrator, SAC, school nurse, guidance counselor and any other person deem necessary to help a student in need because of the use of alcohol or other drugs by the pupil or pupil’s family.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or community provider and structures that support these buildings, such as central service facilities. School grounds also include other facilities as defined in N.J.A.C. 6A:26 – 1.2, playgrounds, and 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.

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 paraphernalia on school premises, at any event on the school premises that is sponsored by this Board, and on any transportation vehicles provided 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 the 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 product, a fine will be issued along with the discipline in accordance to New Jersey State Law and District Policy.

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, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse.

Identification, Evaluation, and Intervention:

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

An educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at school sponsored function shall report the matter in accordance with N.J.A.C. 6A:16 – 4.3 (a) 1.

An immediate medical examination at the expense of the parent (s) and/or guardian(s) shall be conducted and a written report of the medical evaluation shall be furnished to the parent (s) or legal guardian (s) of the pupil, the Building Principal, SAC, and the Superintendent in accordance with N.J.A.C. 6A:16 – 4.3 (a) 2-4.3 (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.

If the written report of the medical examination is provided within twenty-four hours of the referral of the pupil, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician. If a written report is not 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.

~~If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent (s) or legal guardian (s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical or mental ability to perform in school.~~

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

While a pupil is at home because of medical evaluation or after the pupil returns to school, an appropriate certified school staff member (s) will conduct an alcohol and other drug assessment of the pupil 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.

The Board may provide or require additional intervention and referral services for the pupil 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 #5131.6.

Anabolic steroids: N.J.A.C. 6A:16 – 4.3

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

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

The Superintendent will disclose to law enforcement authorities the identity of the pupil pursuant to the requirements of N.J.A.C. 6A:16 – 4.3 (b) 3.

A written report of the examination shall be provided by the examining physician to the parent (s) or legal guardian (s), Building Principal, SAC, and Superintendent.

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

Tobacco Products: Hasbrouck Heights Code 198-9 - 10

When a pupil is found using, possessing or distributing a tobacco product on school premises or at school sponsored functions, the pupil will be disciplined and given a summons from the Hasbrouck Height Police Department in accordance with Hasbrouck Heights Code198-10. Also, the pupil will consult with the SAC concerning tobacco cessation programs.

In Service Training N.J.S.A 18A:40A-15 (b)

The Board shall provide annual training sessions for all district personnel to encourage awareness, prevention, and early intervention of chemically dependency among students, either that experiencing the problem or those affected by a chemical problem with a family member, peer, or the school in general. The Board will provide time for the conduct of the program during the usual school schedule.

Parent Outreach: N.J.S.A. 18A:40A-16; 18A:40A-17

N.J.A.C. 6A:16-4.1 (c) 7.

The Board will provide an outreach to parent/guardian(s) that includes information on the district's substance abuse curriculum offered at times and place convenient to the parents of the district on school premises or other facilities.

Records and Confidentiality: 408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C., and Implementing Regulations, 42 CFR Part 2
N.J.S.A. 18a:40A-7.1

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Federal and State law regarding confidentiality and limited access. All such notations shall be expunged when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential.

Assistance shall be available for students who experience difficulties with substance use, abuse, or related problems. If a student comes forward and seeks assistance, he/she shall be referred to the SAC who shall be available for counseling and referral.

The student's right to confidentiality shall be protected in accordance with the Federal Register on Confidentiality (42 CFR, part 2, 1987). It must be noted, that even under the strictest of confidentiality laws, a counselor is required to report a student whom they believe to; be suicidal, have been abused or abusing others, be under the influence of drugs, and/or be in need of emergency medical treatment.

Students who seek assistance shall maintain full educational benefits. Policy notification is unnecessary in such cases. Students waive their right to confidentiality or designate shared confidence by signing the Release of Information Authorization Form.

Parents/guardians may receive confidential voluntary consultation from professional staff for concerns about their child's possible substance abuse without informing the students of such a meeting. The information obtained by the staff member during this meeting shall remain confidential with the SAC/Core Team and shall not be used for disciplinary action against the students.

Children, who are identified as having parent/guardian or family members with active alcoholism, substance abuse or chemically dependency, or a history of such difficulties, shall receive support in the form of individual and/or group counseling, and/or a referral to community services. The following guidelines are provided for handling these matters: Students shall be apprised of the confidentiality regulations prior to disclosing information as outlined previously in this policy. Students who self-disclose family issues relating to substances will be provided services, however, staff members shall be alert to the potential for a referral to the Division of Youth and Family Services. The confidentiality regulations are automatically waived in cases where any form of child

abuse exists. Parents/guardians who have been informed of detrimental affects resulting from a family member's chemical use and fail to take appropriate action will be referred to the Division of Youth and Family Services.

Drug-Free School Zones: N.J.A.C. 6:3 6.1 -6.6

The Board recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal memorandum of agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the Bergen County Prosecutor and approval by the Bergen County Superintendent of Schools.

Undercover Operations:

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent to request such intervention under these circumstances. The Board recognizes that the Superintendent is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the attorney general's executive directive 1988-1 and that is in the best interests of the students and the school district.

The Board directs the Superintendent and Building Principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations.

The Superintendent, Building Principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor and/or the Hasbrouck Heights Police Department or designee(s) if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures and Arrests:

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the Building Principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary and no exigent circumstances exist, the Superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or the Building Principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the Superintendent has summoned the police to a school building, the Superintendent shall report the reason the police were summoned and any pertinent information immediately to the Board President and to the Board at its next regular meeting. If confidentiality is required, a full disclosure of the report shall be made to the entire Board in executive session upon completion of the investigation.

Student Searches and Securing Physical Evidence:

The Building Principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), as set forth in Appendix C of the Attorney General's Statewide Action Plan for Narcotics Enforcement.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found by any means on school property, the individual discovering the item or substance shall immediately notify the Building Principal; the Building Principal shall immediately notify the Superintendent who shall immediately in turn, notify the appropriate law enforcement agency. The Building Principal shall ensure that the controlled or dangerous substance and/or drug

paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Building Principal shall provide law enforcement officers with all information necessary to establish a chain of custody. The Building Principal shall then contact the student's parent/guardian to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities:

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at school function.

Policy Review and Accessibility: N.J.S.A. 18A:40A-10; 18A: 40A-11

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

The Board will annually review the effectiveness of Policy and Regulation 5131.6 on pupil alcohol and drug abuse. The Board shall solicit input from the community. This policy and its regulations shall be made available at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian (s). It also will be listed on the school website: www.HHSchools.org.

N.J.S.A. 18A: 40A-1 et seq.; 18A: 40A – 7.1 et seq.

N.J.A.C. 6A: 16 – 4.1 et seq.

Adopted: 20 November 2014

Revised: October 20, 2016

Revised (First Reading): July 19, 2017

Revised (Second Reading): August 24, 2017

5530 SUBSTANCE ABUSE (REGULATION)

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

First Offense

- 3 **1-10** days out of school suspension
- 10 hours of community service
- Counseling

Second Offense

- 3 **1-10** days out of school suspension
- 10 hours community service
- Counseling
- Loss of class privileges such as, prom, Jr, prom, field trips

- The Superintendent reserves the right to enact full consequences for a single infraction.

Refer to the Code of Conduct Policy/Regulation 5600.

2. In accordance with N.J.A.C. 6A:16-4.1(c), in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors, the offense will be deemed positive and the Code of Conduct Policy/Regulation 5600 will be followed.

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 report describing the incident. The form 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 medical examination of the student for the purposes 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 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 or osteopathy 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 or osteopathy, 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).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, 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.
- 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 or osteopathy 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.
1. 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).

Issued: 20 November 2014

Revised: October 20, 2016

Revised (First Reading): July 19, 2017

Revised (Second Reading): August 24, 2017

**Paraprofessional Assignments
School Year 2017-2018**

<u>Paraprofessional</u>	<u>School</u>
Pasqualina	Euclid
Kathleen	Euclid
Laurie	Euclid
Kathleen	Euclid
Debra	Euclid
Linda	Euclid
Lynn	Euclid
Giovanna	Euclid
Caitlin	Euclid
Evelyn	Euclid
Leanne	Euclid
Sabina	Euclid
Nancy	Euclid
Grazia	Lincoln
Brenda	Lincoln
Bonnie	Lincoln
Anne Marie	Lincoln
Ann Marie	Lincoln
Kathleen	Lincoln
Maureen	Lincoln
Senaida	Lincoln
Helene	Lincoln
Jennifer	Lincoln
Karen	Lincoln
Custoda Esterina	MSHS
Tricia	MSHS
Carmen	MSHS
Kathleen	MSHS
Theresa	MSHS
Laura	MSHS
Marie	MSHS
Deborah	MSHS
Lucretia	MSHS
Theresa	MSHS
Jennifer	MSHS
Traci	MSHS
Joanna	MSHS
Melissa	MSHS
Donna	MSHS

2464 GIFTED AND TALENTED PUPILS (M) - Regulation**M**

The purpose of Hasbrouck Heights Public School's gifted and talented program is to nurture academic excellence. The Hasbrouck Heights School District is committed to unique education for gifted and talented students to help them develop their abilities and recognizes that gifted and talented students in this district have unique values, needs, and talents.

Grades Kindergarten – 2nd 3rd

Students in grades Kindergarten through second will receive differentiated instruction in their classrooms to meet their gifted and talented needs.

Grades 3–5 4 & 5

Students in grades three through five will have to meet the following criteria in order to be eligible for the gifted and talented program:

- Utilize IQ score (1-2 pts)
 IQ score instrument – Inview – Cognitive Assessment Instrument
 IQ score of 115-119 (1pt) **or higher**
~~IQ score of 120 or higher (2pts)~~
- ~~—— Math Benchmark 87> (2pts)~~
- ~~—— Reading Benchmark 87> (2pts) — running records — need a score of > 4~~
- ~~—— Writing Benchmark 87> (2pts) — informative and narrative — need a score of 3.5 >~~
- ~~—— Report Card (1pt)~~
~~90% or higher in all areas~~
- ~~—— Teacher rating (1pt)~~
~~Gifted and Talented teacher checklist — 80 points out of 100 (80%)~~
- Total number of points = 10 (student needs to earn 8pts to meet gifted and talented criteria)
- Utilize standardized test scores (PARCC)**
Exceed expectations on the Math (790-850) or English Language Arts/Literacy Sections (810-850) of the PARCC 3.

Grades 6–8

~~Students in grades sixth through eighth will have to meet the following criteria in order to be eligible for the gifted and talented program:~~

- ~~—— Utilize IQ score (2pts total)~~
~~IQ score instrument — Inview — Cognitive Assessment Instrument~~
~~IQ score of 115-119 (1pt)~~

- ~~IQ score of 120 or higher (2pts)~~
- ~~Math Quarterly 87% (2pts)~~
- ~~Reading Quarterly 87% (2pts)~~
- ~~Writing Reading 87% (2pts)~~
- ~~Report Card (1pt)~~
- ~~Regular course 90% or higher in all areas~~
- ~~Honors 87% or higher in all areas~~
- ~~Teacher rating (1pt)~~
- ~~G&T teacher checklist 80 points out of 100 (80%)~~

~~Total number of points = 10 (student needs to earn 8pts to meet gifted and talented criteria)~~

Access for Students Achieving 7pts

~~Any student achieving 7pts on the Gifted and Talented criteria will be re-assessed at the end of the current academic year.~~

Continuation in Gifted and Talented Program

All students in Gifted and Talented **who qualify, based on EQ and PARCC 3 scores, will be eligible for G&T in 4th and 5th grade.** ~~will be re-assessed each year, excluding IQ assessment (IQ will only be assessed in 2nd and 5th grade. For each subsequent year the points earned in 2nd and 5th grade will be automatically applied to criteria score).~~

Conduct Stipulation

- All students must maintain behavior and maturity level consistent with good academic standing. Discipline process:
 - Step 1 - Verbal warning
 - Step 2 - Contact parents
 - Step 3 - Removal from program

- The above statement will be included in student acceptance letter.

Progress Reporting

Student progress will be reviewed on a quarterly basis. In order to continue in the Gifted and Talented Program the student must maintain a B-average in all core content areas.

Grades K- 2-3

- ~~Integrated program, Writer's Workshop~~
- ~~Infused in the curriculum~~

Middle School and High School Gifted and Talented – (Please see Honors Policy Criteria)

~~The high school Principal or designee, in conjunction with the Supervisor of Special Services/Assistant Superintendent and the Gifted and Talented Teacher, will help schedule the Gifted and Talented students in courses that will maintain the rigor and challenge of which these students are capable. The high school Principal or designee will be responsible for insuring the implementation of additional activities connected with core curricula content standards in each classroom or grade level for Gifted and Talented high school students.~~

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