

**SCHOOL CONSULTATION FEE SCHEDULE  
2017-2018**

Basic Student Psychiatric Consultation	\$ 825.00
Risk Assessment	\$ 825.00
- Appointment available within two (2) business days	
- Oral report within one (1) business day after assessment	
Immediate, Urgent, or Emergency Evaluation request with letter, draft report, or written summary, requested by the end of the 5 <sup>th</sup> business day	\$ 950.00
Travel time for on-site evaluations	\$ 125/20 mins. (\$ 375.00 hr.)
Complex consultations: multiple sessions with student/family; referral paperwork exceeding 50 pages; lengthy, intricate histories; consultation with private health professionals; multilevel psychosocial stressors; special accommodations ( <i>e.g.</i> , a severely hearing impaired child or the need for an interpreter) – pro rated	\$ 535.00 hr
Charge (pro rated) for ancillary services ( <i>e.g.</i> , completion of forms or paperwork in addition to report)	\$ 535.00 hr.
<b>Cancellations with less than 48-hour notice</b>	<b>\$ 400.00</b>
<b>Cancellations with less than 2 hours notice</b>	<b>\$ 825.00</b>
Conference with attorney or other forensic conference	\$ 600.00 hr.
Court appearance	\$ 600.00 hr. + Travel time
School system employee psychiatric consultation	\$ 535.00 hr.
Advance retainer for second opinion evaluations	\$ 1,600.00
For cases that require additional time over the usual amount of time for arranging an appointment there is an added scheduling fee.	

Board Certified:  
Child, Adolescent, & Adult  
Psychiatry

Bryan Fennelly, M.D.  
8 Shunpike Road  
Madison, NJ 07940  
Telephone (973) 660-0084  
Fax (973) 966-0332

ATTACHMENT B

May 2, 2017

Attn: Director of Special Services  
All School Districts

My rates for the 2017-2018 School Year, commencing after the last day of school in June 2017 will be as follows:

Psychiatric Evaluation	\$665.00
Emergency Evaluation (requiring a letter in 24 hours)	\$715.00
Missed evaluation or cancellation < 24 hour notice	\$300.00

Rates are for evaluation time and report.

Sincerely,



Bryan W Fennelly, MD

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<u>ORGANIZATION</u>	<u>CONTACT</u>	<u>FACILITY REQUEST</u>	<u>DATE REQUESTED</u>
			Jan-17

[illegible]

Rec and Unrec checks

Hand and Machine checks

01/18/18 11:23

ATTACHMENT 

Starting date 11/1/2017

Ending date 11/30/2017

Cknum		Date	Rec date	Vcode	Vendor name	Check amount
001097	H	11/14/17		5010	EI ASSOCIATES	\$12,406.00
001098	V	11/22/17	11/27/17	D861	PREFERRED MECHANICAL INC	
010990	H	11/28/17		D861	PREFERRED MECHANICAL INC	\$148,690.00
020667		11/06/17		1994	YANKEE CANDLE FUNDRAISING	\$432.93
020668		11/08/17		4429	TYCO TEES	\$1,089.00
020669		11/08/17		2337	DMK APPAREL	\$1,500.00
020672		11/27/17		1871	CUSTOM LANYARD	\$165.41
020673		11/27/17		1851	SCE EVENT GROUP	\$90.00
058992	V	10/09/17	11/30/17	1996	RUTGERS	(\$846.00)
059195		11/01/17		1364	MINDCROSS TRAINING AND CONSULTING, LLC	\$1,800.00
059196		11/02/17		0017	HELFANT, MATTHEW	\$100.00
059197		11/03/17		0017	HELFANT, MATTHEW	\$100.00
059201	V	11/07/17	11/17/17	2388	4 DIAMOND TRANSPORTATION LLC	
059202		11/08/17		4603	GATES FLAG & BANNER CO.	\$1,684.05
059203		11/14/17		0017	HELFANT, MATTHEW	\$50.00
059204		11/14/17		0626	MEDCO	\$627.75
059205		11/14/17		0626	MEDCO	\$26.05
059206		11/15/17		0339	BARCHINI, VINCENT	\$319.25
059207	V	11/07/17	11/15/17	2388	4 DIAMOND TRANSPORTATION LLC	
059208	V	11/15/17	11/15/17	2634	CASSIDY; CATHERINE	
059209		11/15/17		1603	BERGEN COMMUNITY COLLEGE	\$642.00
059210		11/16/17		1859	BENSI OF HASBROUCK HEIGHTS	\$98.37
059211		11/16/17		1701	ALPINE LEARNING GROUP, INC.	\$9,738.60
059212		11/16/17		2049	ANDOLENA; CAROL	\$280.63
059213		11/16/17		2525	AT HOME MEDICAL	\$20.00
059214		11/16/17		2486	ATLANTIC BUSINESS PRODUCTS	\$3,882.80
059215		11/16/17		1845	BADRE, JEFF	\$92.29
059216		11/16/17		1627	BAYADA HOME HEALTH CARE, INC.	\$2,484.00
059217		11/16/17		0170	BECTON REGIONAL H.S.	\$100.00
059218		11/16/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$42,740.01
059219		11/16/17		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$107,961.60
059220		11/16/17		1524	BH SECURITY	\$100.62
059221		11/16/17		1216	BISCHOFF; MICHELLE	\$570.00
059222		11/16/17		1169	BOWER, JUDITH	\$126.00
059223		11/16/17		K353	BRESCIA, FRANCESCA	\$92.00
059224		11/16/17		O689	BRIDGEWATER-RARITAN SCHOOLS	\$11,088.00
059225		11/16/17		4336	CABLEVISION	\$89.90
059226		11/16/17		9024	CABLEVISION LIGHTPATH	\$12,919.43
059227		11/16/17		0949	CARRERA, ROSARIO	\$1,902.50

Starting date 11/1/2017

Ending date 11/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
059228	11/16/17		0286	CASCADE SCHOOL SUPPLIES	\$174.90
059229	11/16/17		1600	CDWG GOVERNMENT, INC.	\$20,937.00
059230	11/16/17		3263	CITYWIDE MECH. SER. L.L.C.	\$816.00
059231	11/16/17		2213	CLASSIC FLOOR FINISHING, INC	\$6,686.78
059232	11/16/17		0432	COLANGELO, JOSEPH	\$50.00
059233	11/16/17		1427	COSKEYS ELECTRONIC SYSTEMS	\$2,285.67
059234	11/16/17		4583	DAKTRONICS	\$790.00
059235	11/16/17		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$788.99
059236	11/16/17		S731	DEMOULINE BROS & CO	\$1,202.80
059237	11/16/17		2510	DEPALMA; DOMINICK	\$130.00
059238	11/16/17		D842	DIAZ, CARMEN	\$328.00
059239	11/16/17		3264	DIMICK FENCE CO.	\$1,850.00
059240	11/16/17		0426	DINGERTOPADRE; MARIA	\$1,140.00
059241	11/16/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$27.04
059242	11/16/17		H315	DONOFRIO, ANDREW	\$750.00
059243	11/16/17		2321	DUFF & PHELPS, LLC	\$1,075.00
059244	11/16/17		1653	FOLLETT SCHOOL SOLUTIONS	\$326.90
059245	11/16/17		1480	FORUM SCHOOL	\$20,724.36
059246	11/16/17		E996	FS SOLUTIONS LLC	\$5,805.00
059247	11/16/17		1038	HANNON FLOORS COVERING CORP	\$5,149.00
059248	11/16/17		0716	HOME DEPOT	\$2,103.89
059249	11/16/17		6398	HOUGHTON MIFFLIN HARCOURT/HS-MS	\$671.20
059250	11/16/17		0728	HUDSON UNITED GLASS & WINDOW CORP	\$1,000.00
059251	11/16/17		B010	HUNNINGHAKE, CHRISTOPHER	\$22.82
059252	11/16/17		1555	IMPALLI, EDNA	\$630.96
059253	11/16/17		4251	J & B LOCK & ALARM	\$25.55
059254	11/16/17		1608	JOHNNY ON THE SPOT	\$543.30
059255	11/16/17		2894	JOHNSON; DAWN	\$4.34
059256	11/16/17		2092	JONES SCHOOL SUPPLY	\$189.83
059257	11/16/17		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$2,040.00
059258	11/16/17		1001	LANDTEK GROUP,INC.(THE)	\$2,000.00
059259	11/16/17		0493	LEONIA HIGH SCHOOL QUIZ BOWL TEAM	\$475.00
059260	11/16/17		E517	LICHTENBERGER, CRYSTAL	\$46.00
059261	11/16/17		J284	LIGHTSPEED TECHNOLOGIES, INC	\$1,251.00
059262	11/16/17		7385	MACHADO LAW GROUP, LLC	\$7,569.73
059263	11/16/17		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$2,238.97
059264	11/16/17		6697	MASTBETH, JOSEPH	\$1,200.00
059265	11/16/17		4644	MESSERY, DINA	\$69.78
059266	11/16/17		1016	METRO FIRE & SAFETY CO.	\$600.00

Starting date 11/1/2017 Ending date 11/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
059267	11/16/17		4632	MGL PRINTING SOLUTIONS	\$404.00
059268	11/16/17		0514	MIHALITSIANOS, GERASIMOS	\$120.00
059269	11/16/17		1391	MONTANEZ, PABLO	\$90.00
059270	11/16/17		2564	MONTE ELECTRIC, INC.	\$4,517.00
059271	11/16/17		2459	MONTGOMERY ACADEMY	\$11,288.31
059272	11/16/17		3246	MUNICIPAL CAPITAL CORP	\$4,944.00
059273	11/16/17		1584	NAPA AUTO PARTS	\$244.81
059274	11/16/17		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$122.93
059275	11/16/17		0201	NEW JERSEY SUPERINTENDENTS STUDY COUNCIL	\$600.00
059276	11/16/17		2015	NJ SCHOOL BUILDINGS & GROUNDS ASSOC.	\$325.00
059277	11/16/17		2465	NJEA	\$35.00
059278	11/16/17		1149	NJSBA	\$1,500.00
059279	11/16/17		3096	NJSIAA	\$596.00
059280	11/16/17		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$664.50
059281	11/16/17		Z526	PAJOOH, RUDY	\$138.00
059282	11/16/17		1245	PARAMOUNT EXTERMINATING	\$175.00
059283	11/16/17		1269	PEPPER, J.W. & SON, INC.	\$28.34
059284	11/16/17		J965	PESI	\$261.98
059285	11/16/17		4625	PETTY CASH/BOARD OF EDUCATION	\$446.31
059286	11/16/17		7069	PKF OCONNOR DAVIES, LLP	\$15,250.00
059287	11/16/17		2328	PSE & GCO	\$18,106.87
059288	11/16/17		5556	R&J CONTROL, INC.	\$440.00
059289	11/16/17		1358	RIDGEFIELD BOARD OF EDUCATION	\$8,437.07
059290	11/16/17		4645	RIDGEFIELD PARK HALL OF FAME	\$240.00
059291	11/16/17		8191	SCHOLASTIC /UPFRONT	\$125.27
059292 V	11/16/17	12/11/17	1579	SCHOOL SPECIALTY, INC.	\$5,877.11
059293	11/16/17		Y473	SCHOOLS IN	\$612.55
059294	11/16/17		0925	SD GAMEDAY, LLC.	\$110.00
059295	11/16/17		2024	SHERWIN WILLIAMS CO.	\$28.66
059296	11/16/17		L018	SMARTSIGN	\$169.50
059297	11/16/17		2322	SOUTH BERGEN JOINTURE COMM.	\$5,825.00
059298	11/16/17		2070	STANS SPORTS CENTER	\$150.00
059299	11/16/17		2792	STAPLES	\$429.00
059300 V	11/16/17	11/16/17		00.0 \$ Multi Stub Void	
059301	11/16/17		2775	STAPLES ADVANTAGE	\$1,936.71
059302	11/16/17		0639	SUEZ WATER OF NEW JERSEY	\$2,354.14
059303	11/16/17		1612	TEACHING STRATEGIES, LLC	\$2,342.41
059304	11/16/17		0945	THE READING & WRITING PROJECT NETWORK	\$4,800.00
059305	11/16/17		C170	TMI EDUCATIONS	\$150.00

Starting date 11/1/2017 Ending date 11/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
059306	11/16/17		3111	TOBII DYNAVOX SYSTEMS INC.	\$870.00
059307	11/16/17		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC	\$450.00
059308	11/16/17		2801	TREE-LAND NURSERY	\$6,025.00
059309	11/16/17		T431	ULINE	\$601.42
059310	11/16/17		2156	VANDERBECK, C.J. & SON INC	\$3,300.00
059311	11/16/17		4454	VERIZON	\$2,031.39
059312	11/16/17		4427	W.B. MASON CO., INC.	\$14,579.40
059313	11/16/17		2174	WALLINGTON PLUMBING	\$91.59
059314	11/16/17		0209	WARD'S NATURAL SCIENTIFIC	\$1,382.49
059315	11/16/17		2691	WINDSOR LEARNING CENTER, INC	\$4,880.00
059316	11/17/17		2388	4 DIAMOND TRANSPORTATION LLC	\$19,340.00
059317	11/28/17		1506	HERZ, MARDIA	\$3,840.00
059318	11/28/17		6758	PETTY CASH/MIDDLE SCHOOL	\$116.40
059319	11/28/17		1493	PETTY CASH/LINCOLN SCHOOL	\$298.07
059320	11/29/17		3021	A.T. &T	\$142.07
059321	11/29/17		0157	BARNES & NOBLE	\$2,258.52
059322	11/29/17		1627	BAYADA HOME HEALTH CARE, INC.	\$5,676.75
059323	11/29/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$27,194.00
059324	11/29/17		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$51,310.80
059325	11/29/17		4310	BERGEN ETC	\$150.00
059326	11/29/17		0222	BOROUGH OF HASBROUCK HEIGHTS	\$1,208.54
059327	11/29/17		4336	CABLEVISION	\$105.58
059328	11/29/17		2634	CASSIDY, CATHERINE	\$208.90
059329	11/29/17		1487	CCL THERAPY, LLC	\$9,676.25
059330	11/29/17		4145	CHIEF FIRE EQUIPMENT & SERVICE CO.	\$31.50
059331	11/29/17		C704	CONDON, ELIZABETH	\$46.00
059332	11/29/17		0237	CONIGILIO, LISA	\$540.00
059333	11/29/17		1427	COSKEYS ELECTRONIC SYSTEMS	\$1,014.45
059334	11/29/17		1505	DAVID GREGORY SCHOOL, INC.	\$7,185.44
059335	11/29/17		1033	DELL FINANCIAL SERVICES	\$11,838.98
059336	11/29/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$3,171.05
059337	11/29/17		Z417	EDUWEBLABS.COM	\$300.00
059338	11/29/17		2255	FUN FIT THERAPY LLC	\$3,834.00
059339	11/29/17		4011	HEINEMANN PUBLISHING COMPANY	\$32,767.00
059340	11/29/17		0712	HOLMSTEAD SCHOOL	\$394.00
059341	11/29/17		0716	HOME DEPOT	\$2,027.70
059342	11/29/17		1230	INNOVATIVE THERAPY GROUP LLP	\$800.00
059343	11/29/17		0865	INVO HEALTHCARE ASSOC, LLC	\$17,773.00
059344	11/29/17		9369	JOHANNEMANN, CHRISTINE	\$28.50

Starting date 11/1/2017 Ending date 11/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
059345	11/29/17		0874	LEONIA BOARD OF EDUCATION	\$650.00
059346	11/29/17		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$10,349.42
059347	11/29/17		8451	MARYLOU MALINOWSKI DIAMOND	\$125.00
059348	11/29/17		3020	MASCHIO'S FOOD SERVICE, INC.	\$59,829.39
059349	11/29/17		4579	MASTROPIETRO, JOSEPH	\$300.00
059350	11/29/17		1016	METRO FIRE & SAFETY CO.	\$45.50
059351	11/29/17		0514	MIHALITSIANOS, GERASIMOS	\$50.00
059352 V	11/29/17	12/11/17	2564	MONTE ELECTRIC, INC.	\$1,391.00
059353	11/29/17		3246	MUNICIPAL CAPITAL CORP	\$4,944.00
059354	11/29/17		1003	NASCO	\$627.91
059355	11/29/17		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$302.85
059356	11/29/17		4234	NJIC	\$500.00
059357	11/29/17		3096	NJSIAA	\$150.00
059358	11/29/17		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$48.10
059359	11/29/17		W335	OMEGA ENVIRONMENTAL SERVICES, INC	\$330.00
059360	11/29/17		3242	PAPER CLIPS, INC.	\$529.00
059361	11/29/17		0445	PASQUALONE, REGINA	\$1,068.75
059362	11/29/17		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
059363	11/29/17		2103	POCONO PROFOODS	\$1,776.10
059364	11/29/17		A123	PUBLIC SEWER SERVICE	\$5,625.00
059365	11/29/17		2155	QUEST DIAGNOSTICS	\$378.35
059366	11/29/17		1938	RICHARD M KIKER, LLC	\$398.00
059367	11/29/17		1358	RIDGEFIELD BOARD OF EDUCATION	\$720.00
059368	11/29/17		1069	RINGWOOD BOARD OF EDUCATION	\$17,112.60
059369	11/29/17		0450	RULLO & JUILLET ASSOC., INC.	\$700.00
059370	11/29/17		2066	S & S ARTS & CRAFTS INC	\$558.97
059371	11/29/17		2370	SADLIER - OXFORD	\$728.43
059372 V	11/29/17	12/11/17	1579	SCHOOL SPECIALTY, INC.	\$50.11
059373	11/29/17		2006	SCHWAAB	\$161.46
059374	11/29/17		4360	SCUILLA; MICHAEL	\$250.00
059375	11/29/17		0800	SHAW'S COMPLETE SECURITY	\$259.50
059376	11/29/17		2322	SOUTH BERGEN JOINTURE COMM.	\$88,761.95
059377	11/29/17		2070	STANS SPORTS CENTER	\$378.00
059378	11/29/17		2775	STAPLES ADVANTAGE	\$1,094.62
059379	11/29/17		0639	SUEZ WATER OF NEW JERSEY	\$336.75
059380	11/29/17		1879	SUMMIT SPEECH SCHOOL	\$755.00
059381	11/29/17		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN	\$6,023.01
059382	11/29/17		0749	THORNE, WILLIAM	\$280.90
059383	11/29/17		0710	TYCO INTERGRATED SECURITY LLC.	\$247.50



Starting date 11/1/2017

Ending date 11/30/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
059384	11/29/17		1723	VALIANT NATIONAL AV SUPPLY	\$104.78
059385	11/29/17		2156	VANDERBECK, C.J. & SON INC	\$114.65
059386	11/29/17		4454	VERIZON	\$129.19
059387	11/29/17		2588	VERIZON WIRELESS	\$249.26
059388	11/29/17		7394	VINCENZO BARCHINI	\$325.11
059389	11/29/17		2174	WALLINGTON PLUMBING	\$87.44
059390	11/30/17		6944	ATTAINMENT CO., INC	\$12.59
059391	11/30/17		4835	NEW JERSEY EZ PASS CUSTOMER SERVICE	\$500.00
059392	11/30/17		S700	NJ SAFE SCHOOLS	\$846.00
110117 H	11/01/17		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$2,614.20
110217 H	11/01/17		3151	NJ DIV. OF PENSIONS & HEALTH	\$375,154.11
113017	11/30/17		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,700,197.68
113117 H	11/30/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$28,559.03
113217 H	11/30/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$93,192.91
113917 H	11/30/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,253.86
592070 H	11/15/17		2634	CASSIDY; CATHERINE	\$319.25
592080	11/15/17		0749	THORNE, WILLIAM	\$319.25

Starting date 11/1/2017

Ending date 11/30/2017

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Fund Totals	
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10	General Funds	\$93,192.91
11	GENERAL FUND	\$2,756,183.18
12	Capital Outlay	\$4,981.74
20	Special Revenue Fund	\$91,981.86
30	Capital Projects Fund	\$161,096.00
60	Enterprise Fund	\$87,746.51
95	STUDENT ACTIVITY	\$5,891.54
Total for all checks listed		\$3,201,073.74

Prepared and submitted by:

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 10 General Funds

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Assets and Resources

Assets:

101	Cash in bank		\$4,128,813.64
102 - 106	Cash Equivalents		\$2,200.00
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		\$16,711,096.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,242,081.71	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,242,081.71

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	\$30,297,317.00	
302	Less revenues	(\$29,912,876.53)	\$384,440.47

**Total assets and resources**

**\$22,468,631.82**

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$32,658.94
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$33,549.94)
	<b>Total liabilities</b>		<b>(\$891.00)</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$18,522,373.91
761	Capital reserve account - July	\$1,159,006.00	
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	\$1,159,006.00
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$200,000.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$484,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$30,543,217.07	
602	Less: Expenditures	(\$10,204,973.43)	
	Less: Encumbrances	(\$18,473,173.84)	(\$28,678,147.27)
	Total appropriated		\$22,230,953.71
	Unappropriated:		
770	Fund balance, July 1		\$484,469.18
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$245,900.07)
	Total fund balance		\$22,469,522.82
	Total liabilities and fund equity		<u>\$22,468,631.82</u>

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,543,217.07	\$28,678,147.27	\$1,865,069.80
Revenues	(\$30,297,317.00)	(\$29,912,876.53)	(\$384,440.47)
Subtotal	<u>\$245,900.07</u>	<u>(\$1,234,729.26)</u>	<u>\$1,480,629.33</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,159,006.00)	\$1,159,006.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$2,393,735.26)</u>	<u>\$2,639,635.33</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$200,000.00)	\$200,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$2,593,735.26)</u>	<u>\$2,839,635.33</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$2,593,735.26)</u>	<u>\$2,839,635.33</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$245,900.07</u>	<u>(\$2,393,735.26)</u>	<u>\$2,639,635.33</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 11/30/2017 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	28,674,988	(156,281)	28,518,707	28,393,105	Under	125,602
00520	SUBTOTAL – Revenues from State Sources	1,368,042	312,561	1,680,603	1,412,345	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	24,887	0	24,887	34,806		(9,919)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		30,141,037	156,280	30,297,317	29,912,877		384,440

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,367,193	(103,570)	9,263,624	2,970,122	6,171,218	122,283
10300	Total Special Education - Instruction	3,180,176	(27,200)	3,152,976	941,173	2,167,627	44,176
11160	Total Basic Skills/Remedial – Instruct.	108,880	97,870	206,750	62,025	144,725	0
12160	Total Bilingual Education – Instruction	103,825	0	103,825	30,758	71,768	1,300
17100	Total School-Sponsored Co/Extra Curricul	212,627	0	212,627	36,991	167,805	7,832
17600	Total School-Sponsored Athletics – Instr	482,858	503	483,361	154,646	248,929	79,786
29180	Total Undistributed Expenditures - Instr	2,702,128	(1,000)	2,701,128	765,584	1,635,961	299,582
29680	Total Undistributed Expenditures – Atten	62,063	0	62,063	25,451	36,612	0
30620	Total Undistributed Expenditures – Healt	260,873	27,740	288,613	83,895	175,027	29,690
40580	Total Undistributed Expend – Speech, OT,	1,086,732	21,313	1,108,045	288,086	320,151	499,807
41080	Total Undist. Expend. – Other Supp. Serv	369,074	99,229	468,303	118,384	269,254	80,665
41660	Total Undist. Expend. – Guidance	427,653	0	427,653	114,992	312,156	505
42200	Total Undist. Expend. – Child Study Team	681,918	68,928	750,846	231,057	518,766	1,023
43200	Total Undist. Expend. – Improvement of I	210,189	(67,916)	142,273	49,879	63,988	28,406
43620	Total Undist. Expend. – Edu. Media Serv.	369,630	0	369,630	113,230	202,439	53,961
44180	Total Undist. Expend. – Instructional St	6,000	0	6,000	340	225	5,435
45300	Support Serv. - General Admin	546,378	1,817	548,195	241,878	260,613	45,705
46160	Support Serv. - School Admin	1,180,501	0	1,180,501	508,319	657,192	14,991
47200	Total Undist. Expend. – Central Services	361,111	0	361,111	150,628	194,079	16,404
47620	Total Undist. Expend. – Admin. Info. Tec	180,973	20,000	200,973	85,756	74,783	40,433
51120	Total Undist. Expend. – Oper. & Maint. O	2,290,570	52,800	2,343,370	976,255	1,229,404	137,711
52480	Total Undist. Expend. – Student Transpor	978,030	(5,500)	972,530	250,483	430,218	291,829
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,010,696	0	5,010,696	1,954,684	3,030,344	25,668
75880	TOTAL EQUIPMENT	0	20,466	20,466	20,466	0	0
76260	Total Facilities Acquisition and Constr	157,659	0	157,659	29,890	89,891	37,878
Total		30,337,737	205,480	30,543,217	10,204,973	18,473,174	1,865,070

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

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Starting date 7/1/2017 Ending date 11/30/2017 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		28,510,909	(156,281)	28,354,628	28,354,628		0
00190	10-1300	Total Tuition		0	0	0	16,768		(16,768)
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1___	Unrestricted Miscellaneous Revenues		113,279	0	113,279	21,709	Under	91,570
00340	10-1___	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00440	10-3132	Categorical Special Education Aid		997,457	459	997,916	997,916		0
00460	10-3176	Equalization Aid		15,477	312,102	327,579	327,579		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
00540	10-4200	Medicaid Reimbursement		24,887	0	24,887	34,806		(9,919)
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				30,141,037	156,280	30,297,317	29,912,877		384,440

Expenditures:

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		574,485	(134,940)	439,545	131,864	307,682	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,159,342	(63,790)	3,095,552	909,319	2,161,273	24,960
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,858,046	(28,754)	1,829,292	548,998	1,280,294	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,068,527	30,385	3,098,912	914,902	2,184,010	0
02160	11-140-___-101	Salaries of Teachers		31,500	0	31,500	0	31,500	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		64,000	0	64,000	8,800	49,000	6,200
03040	11-190-1___-340	Purchased Technical Services		200,450	0	200,450	132,284	46,122	22,044
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		141,843	25,093	166,936	132,572	34,286	78
03080	11-190-1___-610	General Supplies		202,000	99,770	301,770	187,590	76,269	37,910
03100	11-190-1___-640	Textbooks		60,000	(31,000)	29,000	1,356	0	27,644
03120	11-190-1___-8__	Other Objects		7,000	(333)	6,667	2,438	782	3,447
04500	11-204-100-101	Salaries of Teachers		128,985	0	128,985	17,445	111,540	0
04520	11-204-100-106	Other Salaries for Instruction		89,586	0	89,586	26,651	62,935	0
04600	11-204-100-610	General Supplies		1,000	(48)	952	519	0	433
04620	11-204-100-640	Textbooks		500	(200)	300	0	0	300
07000	11-213-100-101	Salaries of Teachers		2,082,955	28,283	2,111,238	633,371	1,477,867	0
07020	11-213-100-106	Other Salaries for Instruction		468,639	(54,392)	414,247	113,941	265,862	34,444
07100	11-213-100-610	General Supplies		8,000	(326)	7,674	1,365	0	6,309
07140	11-213-100-8__	Other Objects		500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers		158,675	3,900	162,575	48,773	113,803	0
08520	11-216-100-106	Other Salaries for Instruction		88,836	22,209	111,045	33,314	77,732	0
08600	11-216-100-6__	General Supplies		4,000	374	4,374	3,197	0	1,177
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	10,360	44,640	0
09500	11-221-100-101	Salaries of Teachers		33,000	0	33,000	19,832	13,168	0
09540	11-221-100-106	Other Salaries for Instruction		20,000	0	20,000	19,919	81	0

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
09560	11-221-100-320	Purchased Professional-Educational Servi	40,000	(27,000)	13,000	12,488	0	513
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
11000	11-230-100-101	Salaries of Teachers	108,880	97,870	206,750	62,025	144,725	0
12000	11-240-100-101	Salaries of Teachers	102,525	0	102,525	30,758	71,768	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	(120)	80	0	0	80
12140	11-240-100-8__	Other Objects	0	120	120	0	0	120
17000	11-401-100-1__	Salaries	197,127	0	197,127	29,102	167,805	220
17040	11-401-100-6__	Supplies and Materials	11,000	0	11,000	7,028	0	3,972
17060	11-401-100-8__	Other Objects	4,500	0	4,500	860	0	3,640
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	319,734	0	319,734	78,944	240,790	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	14,110	2,424	28,466
17540	11-402-100-6__	Supplies and Materials	86,124	503	86,627	47,151	5,715	33,761
17560	11-402-100-8__	Other Objects	32,000	0	32,000	14,441	0	17,559
29020	11-000-100-562	Tuition to Other LEAs within the State -	703,744	23,718	727,462	226,469	500,992	1
29040	11-000-100-563	Tuition to County Voc. School District-R	334,746	9,126	343,872	105,872	238,000	0
29060	11-000-100-564	Tuition to County Voc. School District-S	149,184	37,716	186,900	53,400	133,500	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	620,700	(71,560)	549,140	117,482	428,948	2,710
29100	11-000-100-566	Tuition to Priv. School for the Disabled	810,194	0	810,194	220,581	292,741	296,871
29160	11-000-100-569	Tuition – Other	83,560	0	83,560	41,780	41,780	0
29500	11-000-211-1__	Salaries	62,063	0	62,063	25,451	36,612	0
30500	11-000-213-1__	Salaries	238,373	0	238,373	65,762	172,611	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	27,000	35,000	14,737	1,053	19,210
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	2,845	796	7,359
30600	11-000-213-8__	Other Objects	3,500	740	4,240	552	567	3,121
40500	11-000-216-1__	Salaries	269,985	0	269,985	50,688	219,297	0
40520	11-000-216-320	Purchased Professional – Educational Ser	809,747	19,313	829,060	233,955	99,264	495,841
40540	11-000-216-6__	Supplies and Materials	7,000	2,000	9,000	3,444	1,590	3,967
41000	11-000-217-1__	Salaries	279,074	99,229	378,303	109,049	269,254	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	0	90,000	9,335	0	80,665
41500	11-000-218-104	Salaries of Other Professional Staff	394,360	0	394,360	114,992	279,369	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	31,793	0	31,793	0	31,793	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	500	(500)	0	0	0	0
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	500	1,000	0	995	5
42000	11-000-219-104	Salaries of Other Professional Staff	580,317	67,916	648,233	192,706	455,527	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	97,101	0	97,101	34,142	62,959	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	(451)	49	26	0	23
42160	11-000-219-6__	Supplies and Materials	2,000	2,611	4,611	3,481	130	1,000
42180	11-000-219-8__	Other Objects	2,000	(1,148)	852	702	150	0
43020	11-000-221-104	Salaries of Other Professional Staff	204,689	(67,916)	136,773	48,910	63,988	23,875



Starting date 7/1/2017 Ending date 11/30/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	0	0	3,000
43180	11-000-221-8__	Other Objects	2,500	0	2,500	969	0	1,531
43500	11-000-222-1__	Salaries	348,930	0	348,930	112,801	202,439	33,690
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	14,000	0	14,000	429	0	13,571
43600	11-000-222-8__	Other Objects	700	0	700	0	0	700
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	6,000	0	6,000	340	225	5,435
45000	11-000-230-1__	Salaries	262,584	0	262,584	102,938	159,646	0
45040	11-000-230-331	Legal Services	75,000	0	75,000	14,426	56,974	3,600
45060	11-000-230-332	Audit Fees	30,000	0	30,000	22,000	6,000	2,000
45120	11-000-230-340	Purchased Technical Services	19,050	0	19,050	0	0	19,050
45140	11-000-230-530	Communications/Telephone	53,610	0	53,610	19,175	32,124	2,311
45160	11-000-230-585	BOE Other Purchased Services	2,500	1,840	4,340	4,140	0	200
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	65,000	1,617	66,617	52,969	1,817	11,831
45200	11-000-230-610	General Supplies	7,000	(500)	6,500	550	3,766	2,183
45260	11-000-230-890	Miscellaneous Expenditures	18,384	(1,140)	17,244	13,693	285	3,266
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	729,366	0	729,366	307,236	422,130	0
46020	11-000-240-104	Salaries of Other Professional Staff	123,824	0	123,824	51,593	72,231	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	271,311	0	271,311	113,053	158,258	0
46120	11-000-240-6__	Supplies and Materials	38,000	2,100	40,100	29,891	4,573	5,636
46140	11-000-240-8__	Other Objects	18,000	(2,100)	15,900	6,545	0	9,355
47000	11-000-251-1__	Salaries	326,807	0	326,807	136,781	190,026	0
47020	11-000-251-330	Purchased Professional Services	0	1,925	1,925	1,075	0	850
47040	11-000-251-340	Purchased Technical Services	19,804	(3,964)	15,840	4,456	2,889	8,495
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	0	2,289	2,289	2,058	0	231
47100	11-000-251-6__	Supplies and Materials	10,000	0	10,000	4,021	1,164	4,816
47180	11-000-251-890	Other Objects	4,500	(250)	4,250	2,237	0	2,013
47500	11-000-252-1__	Salaries	104,973	0	104,973	45,110	59,863	0
47540	11-000-252-340	Purchased Technical Services	8,000	0	8,000	0	0	8,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	4,500	10,000	14,500	7,672	2,355	4,473
47580	11-000-252-6__	Supplies and Materials	60,000	10,000	70,000	32,974	12,565	24,461
47600	11-000-252-8__	Other Objects	3,500	0	3,500	0	0	3,500
48500	11-000-261-1__	Salaries	99,871	0	99,871	41,546	58,326	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	200,000	20,497	220,497	167,127	25,557	27,813
48540	11-000-261-610	General Supplies	2,500	2,503	5,003	4,607	0	396
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	978,947	0	978,947	361,368	617,579	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	75,000	(1,000)	74,000	7,405	12,725	53,870
49120	11-000-262-490	Other Purchased Property Services	33,000	0	33,000	13,415	19,585	0
49140	11-000-262-520	Insurance	131,572	(189)	131,383	130,889	0	494

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49160	11-000-262-590	Miscellaneous Purchased Services	96,540	5,189	101,729	43,551	58,178	0
49180	11-000-262-610	General Supplies	130,000	300	130,300	64,556	28,145	37,599
49200	11-000-262-621	Energy (Natural Gas)	128,500	0	128,500	6,509	121,991	0
49220	11-000-262-622	Energy (Electricity)	264,200	0	264,200	69,652	194,548	0
49280	11-000-262-8__	Other Objects	15,600	0	15,600	7,545	2,071	5,984
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	0	38,000	20,018	7,614	10,368
50060	11-000-263-610	General Supplies	500	0	500	0	0	500
50080	11-000-263-8__	Other Objects	500	(500)	0	0	0	0
51000	11-000-266-1__	Salaries	0	70,000	70,000	21,000	49,000	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	50,000	(50,000)	0	0	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	44,340	5,488	49,828	16,469	33,189	169
51060	11-000-266-610	General Supplies	500	1,012	1,512	599	896	17
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) -	31,336	0	31,336	12,294	19,042	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	29,561	0	29,561	412	29,149	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	(695)	13,305	3,391	254	9,660
52180	11-000-270-443	Lease Purchase Payments - School Buses	0	695	695	695	0	0
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	2,652	0	2,652	0	0	2,652
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	56,000	0	56,000	21,406	0	34,594
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	70,068	0	70,068	11,763	26,937	31,368
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	763,413	(5,500)	757,913	197,334	347,835	212,744
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	2,999	7,001	0
52460	11-000-270-8__	Other objects	1,000	0	1,000	189	0	812
71020	11-000-291-220	Social Security Contributions	338,000	0	338,000	113,223	223,647	1,130
71060	11-000-291-241	Other Retirement Contributions - PERS	288,025	0	288,025	1,732	286,293	0
71140	11-000-291-250	Unemployment Compensation	30,000	(19,000)	11,000	0	0	11,000
71160	11-000-291-260	Workmen's Compensation	150,000	0	150,000	108,217	41,783	0
71180	11-000-291-270	Health Benefits	4,154,671	18,000	4,172,671	1,688,112	2,478,620	5,938
71200	11-000-291-280	Tuition Reimbursement	50,000	0	50,000	42,818	0	7,182
71220	11-000-291-290	Other Employee Benefits	0	1,000	1,000	582	0	418
75800	12-000-270-733	School Buses - Regular	0	20,466	20,466	20,466	0	0
76080	12-000-400-450	Construction Services	60,000	0	60,000	0	60,000	0
76140	12-000-400-721	Lease Purchase Agreements - Principal	90,801	0	90,801	29,890	29,891	31,020
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			30,337,737	205,480	30,543,217	10,204,973	18,473,174	1,865,070

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 20 Special Revenue Fund

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Assets and Resources

Assets:

101	Cash in bank		(\$4,760.52)
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	(\$1.00)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$1.00)

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	\$941,173.00	
302	Less revenues	(\$122,786.25)	\$818,386.75

**Total assets and resources**

**\$813,625.23**

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$4,760.52)
411	Intergovernmental accounts payable - state			\$80,454.06
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$575.91
	Other current liabilities			\$6,368.06
	<b>Total liabilities</b>			<b>\$87,398.03</b>

**Fund Balance:**

**Appropriated:**

753,754	Reserve for encumbrances			\$298,688.34
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$941,173.00		
602	Less: Expenditures	(\$214,945.80)		
	Less: Encumbrances	(\$298,688.34)	(\$513,634.14)	\$427,538.86
	<b>Total appropriated</b>			<b>\$726,227.20</b>

**Unappropriated:**

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	<b>Total fund balance</b>			<b>\$726,227.20</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$813,625.23</u></b>

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$941,173.00	\$513,634.14	\$427,538.86
Revenues	(\$941,173.00)	(\$122,786.25)	(\$818,386.75)
Subtotal	<u>\$0.00</u>	<u>\$390,847.89</u>	<u>(\$390,847.89)</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>\$390,847.89</u>	<u>(\$390,847.89)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$390,847.89</u>	<u>(\$390,847.89)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$390,847.89</u>	<u>(\$390,847.89)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$390,847.89</u>	<u>(\$390,847.89)</u>

Prepared and submitted by :

  
Board Secretary

Date

1/18/18

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	335,800	(40,270)	295,530	122,786	Under	172,744
00830	Total Revenues from Federal Sources	697,500	(53,157)	644,343	0	Under	644,343
Total		1,034,600	(93,427)	941,173	122,786		818,387
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	38,000	19,726	57,726	1,553	0	56,173
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,200	(2,876)	16,324	9,172	6,589	563
88020	Nonpublic Auxillary Services	134,000	(23,928)	110,072	8,159	0	101,913
88040	Nonpublic Handicapped Services	113,000	(23,525)	89,475	17,205	0	72,270
88060	Nonpublic Nursing Services	30,000	(415)	29,585	8,672	20,234	679
88080	Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88740	Total Federal Projects	690,500	(64,835)	625,665	170,185	271,865	183,615
Total		1,034,600	(93,427)	941,173	214,946	298,688	427,539

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765 20-32___ Other Restricted Entitlements	335,800	(40,270)	295,530	122,786	Under	172,744
00775 20-441[1-6] Title I	148,000	300	148,300	0	Under	148,300
00780 20-445[1-5] Title II	46,200	(11,996)	34,204	0	Under	34,204
00785 20-449[1-4] Title III	55,700	(40,910)	14,790	0	Under	14,790
00790 20-447[1-4] Title IV	0	10,000	10,000	0	Under	10,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	447,600	(10,551)	437,049	0	Under	437,049
Total	1,034,600	(93,427)	941,173	122,786		818,387

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	38,000	19,726	57,726	1,553	0	56,173
84100 20-___-___-___ Local Projects	1,300	0	1,300	0	0	1,300
88000 20-___-___-___ Nonpublic Textbooks	19,200	(2,876)	16,324	9,172	6,589	563
88020 20-___-___-___ Nonpublic Auxiliary Services	134,000	(23,928)	110,072	8,159	0	101,913
88040 20-___-___-___ Nonpublic Handicapped Services	113,000	(23,525)	89,475	17,205	0	72,270
88060 20-___-___-___ Nonpublic Nursing Services	30,000	(415)	29,585	8,672	20,234	679
88080 20-___-___-___ Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88500 20-___-___-___ Title I	148,000	300	148,300	28,296	90,598	29,406
88520 20-___-___-___ Title II	46,200	(12,119)	34,081	4,800	22,927	6,354
88540 20-___-___-___ Title III	48,700	(33,910)	14,790	1,199	0	13,591
88560 20-___-___-___ Title IV	0	10,000	10,000	0	0	10,000
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	447,600	(29,106)	418,494	135,890	158,340	124,264
Total	1,034,600	(93,427)	941,173	214,946	298,688	427,539

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 30 Capital Projects Fund

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Assets and Resources

Assets:

101	Cash in bank		\$833,333.01
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

\$5,509,895.36

Resources:

301	Estimated revenues	\$5,395,761.47	
302	Less revenues	(\$6,275,176.34)	(\$879,414.87)

**Total assets and resources**

**\$5,463,813.50**



Starting date 7/1/2017 Ending date 11/30/2017 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$1.86
	<b>Total liabilities</b>		<b>\$1.86</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,359,869.08
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$5,395,761.47	
602	Less: Expenditures	(\$4,612,500.66)	
	Less: Encumbrances	(\$679,318.25)	(\$5,291,818.91)
	<b>Total appropriated</b>		<b>\$5,463,811.64</b>

Unappropriated:

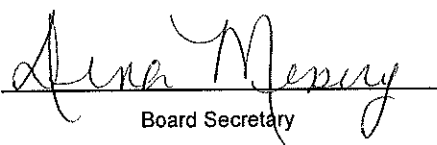
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$5,463,811.64</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$5,463,813.50</u></b>

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$5,395,761.47	\$5,291,818.91	\$103,942.56
Revenues	(\$5,395,761.47)	(\$6,275,176.34)	\$879,414.87
Subtotal	<u>\$0.00</u>	<u>(\$983,357.43)</u>	<u>\$983,357.43</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>(\$983,357.43)</u>	<u>\$983,357.43</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$983,357.43)</u>	<u>\$983,357.43</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$983,357.43)</u>	<u>\$983,357.43</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$983,357.43)</u>	<u>\$983,357.43</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 30 Capital Projects Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	5,395,761	5,395,761	6,275,176		(879,415)
Total		0	5,395,761	5,395,761	6,275,176		(879,415)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	5,395,761	5,395,761	4,612,501	679,318	103,943
Total		0	5,395,761	5,395,761	4,612,501	679,318	103,943

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 30 Capital Projects Fund

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	5,395,761	5,395,761	6,275,176		(879,415)
Total	0	5,395,761	5,395,761	6,275,176		(879,415)

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	5,395,761	5,395,761	4,612,501	679,318	103,943
Total	0	5,395,761	5,395,761	4,612,501	679,318	103,943

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 40 Debt Service Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$57,460.14
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	\$826,848.00	
302	Less revenues	(\$813,219.00)	\$13,629.00

**Total assets and resources**

**\$71,089.14**

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$841,725.00	
602	Less: Expenditures	(\$770,637.50)	
	Less: Encumbrances	\$0.00	(\$770,637.50)
	Total appropriated		\$71,087.50
	Unappropriated:		
770	Fund balance, July 1		\$14,878.64
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$14,877.00)
	Total fund balance		\$71,089.14
	Total liabilities and fund equity		<u>\$71,089.14</u>

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$841,725.00	\$770,637.50	\$71,087.50
Revenues	(\$826,848.00)	(\$813,219.00)	(\$13,629.00)
Subtotal	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</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>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	665,472	0	665,472	665,472		0
0093A	Other	161,376	0	161,376	147,747	Under	13,629
Total		826,848	0	826,848	813,219		13,629

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	841,725	0	841,725	770,638	0	71,088
Total		841,725	0	841,725	770,638	0	71,088



Starting date 7/1/2017 Ending date 11/30/2017 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	665,472	0	665,472	665,472		0
00890	40-3160	Debt Service Aid Type II	161,376	0	161,376	147,747	Under	13,629
Total			826,848	0	826,848	813,219		13,629

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	71,088	9,550	80,638	80,638	0	0
89620	40-701-510-910	Redemption of Principal	770,637	(9,550)	761,088	690,000	0	71,088
Total			841,725	0	841,725	770,638	0	71,088

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 60 Enterprise Fund

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Assets and Resources

Assets:

101	Cash in bank		\$660,983.22
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	\$939,172.00	
302	Less revenues	(\$265,482.54)	\$673,689.46

Total assets and resources

\$1,334,672.68

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$62,414.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$62,414.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$583,257.66	
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs		\$0.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$939,172.00		
602	Less: Expenditures	(\$255,018.00)		
	Less: Encumbrances	(\$583,257.66)	(\$838,275.66)	\$100,896.34
	Total appropriated		\$684,154.00	
	Unappropriated:			
770	Fund balance, July 1		\$588,104.68	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	
	Total fund balance			\$1,272,258.68
	Total liabilities and fund equity			<u>\$1,334,672.68</u>

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$939,172.00	\$838,275.66	\$100,896.34
Revenues	(\$939,172.00)	(\$265,482.54)	(\$673,689.46)
Subtotal	<u>\$0.00</u>	<u>\$572,793.12</u>	<u>(\$572,793.12)</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>\$572,793.12</u>	<u>(\$572,793.12)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$572,793.12</u>	<u>(\$572,793.12)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$572,793.12</u>	<u>(\$572,793.12)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$572,793.12</u>	<u>(\$572,793.12)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	939,172	939,172	265,483	Under	673,689
Total		0	939,172	939,172	265,483		673,689
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	939,172	939,172	255,018	583,258	100,896
Total		0	939,172	939,172	255,018	583,258	100,896

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 60 Enterprise Fund

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	939,172	939,172	265,483	Under	673,689
Total	0	939,172	939,172	265,483		673,689

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	4,000	4,000	3,543	0	457
99999	0	935,172	935,172	251,475	583,258	100,439
Total	0	939,172	939,172	255,018	583,258	100,896

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

Assets:

101	Cash in bank		\$93,245.96
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	\$98,803.97	
302	Less revenues	(\$30,983.23)	\$67,820.74

Total assets and resources

\$161,066.70

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 95 STUDENT ACTIVITY

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
	<b>Total liabilities</b>		<b>\$0.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$14,799.97
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$98,803.97	
602	Less: Expenditures	(\$16,563.92)	
	Less: Encumbrances	(\$14,799.97)	(\$31,363.89)
	<b>Total appropriated</b>		<b>\$82,240.05</b>

Unappropriated:

770	Fund balance, July 1		\$78,826.65
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$161,066.70</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$161,066.70</u></b>

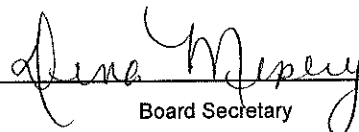


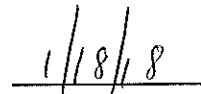
Starting date 7/1/2017 Ending date 11/30/2017 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$98,803.97	\$31,363.89	\$67,440.08
Revenues	(\$98,803.97)	(\$30,983.23)	(\$67,820.74)
Subtotal	<u>\$0.00</u>	<u>\$380.66</u>	<u>(\$380.66)</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>\$380.66</u>	<u>(\$380.66)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$380.66</u>	<u>(\$380.66)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$380.66</u>	<u>(\$380.66)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$380.66</u>	<u>(\$380.66)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		67,727	31,077	98,804	30,983	Under	67,821
Total		67,727	31,077	98,804	30,983		67,821
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		67,727	31,077	98,804	16,564	14,800	67,440
Total		67,727	31,077	98,804	16,564	14,800	67,440

Starting date 7/1/2017 Ending date 11/30/2017 Fund: 95 STUDENT ACTIVITY

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	67,727	31,077	98,804	30,983	Under	67,821
Total	67,727	31,077	98,804	30,983		67,821

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	67,727	31,077	98,804	16,564	14,800	67,440
Total	67,727	31,077	98,804	16,564	14,800	67,440

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

November 30, 2017

	Cash Balance 11/1/2017	Cash Receipts November-17	Cash Disbursements November-17	Cash Balance 11/30/2017
General Fund - 10	4,984,148.79	2,048,159.19	(2,903,494.34)	4,128,813.64
Special Revenue Fund - 20	67,364.34	19,857.00	(91,981.86)	(4,760.52)
Capital Projects Fund - 30	992,878.47	153,275.54	(312,821.00)	833,333.01
Debt Service Fund - 40	(604,217.86)	661,678.00	0.00	57,460.14
Enterprise Fund - 60	701,688.41	47,650.52	(88,355.71)	660,983.22
<b>Total</b>	<b>6,141,862.15</b>	<b>2,930,620.25</b>	<b>(3,396,652.91)</b>	<b>5,675,829.49</b>
Payroll Account	(1,045.87)	972,375.20	(972,375.20)	(1,045.87)
Payroll Agency Account	1,201.21	852,679.03	(851,476.85)	2,403.39
Unemployment Account	133,837.03	113.88	(24,149.96)	109,800.95
Summer Escrow Account	62,062.21	31,547.12	(40.63)	93,568.70
Flexible Spending Account	547.06	0.47	0.00	547.53
<b>Grand Total</b>	<b>6,338,463.79</b>	<b>4,787,335.95</b>	<b>(5,244,695.55)</b>	<b>5,881,104.19</b>

*M. M. M.*

Chief School Administrator

1/18/18

Date

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

Month / Year: Nov 30, 2017

01/18/18

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)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,367,193	23,330	9,390,523	939,052	(126,899)	-1.35%	812,153	1,065,951
10300	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT, Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	4,848,687	2,045	4,850,732	485,073	189,167	3.90%	674,240	295,906
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100	Total School-Sponsored Co/Extra Curricul, Total School-Sponsored Athletics - Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	695,485	503	695,988	69,599	0	0.00%	69,599	69,599
19160										
19620										
20620										
22620										
23620										
25100										
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	2,702,128	0	2,702,128	270,213	(1,000)	-0.04%	269,213	271,213
29680	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total	11-000-211, 213, 218, 219, 222	1,802,137	740	1,802,877	180,288	95,928	5.32%	276,216	84,360
41660	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	216,189	0	216,189	21,619	(67,916)	-31.42%	(46,297)	89,535
45300	Support Serv. - General Admin	11-000-230-XXX	546,378	1,817	548,195	54,820	0	0.00%	54,820	54,820
46160	Support Serv. - School Admin	11-000-240-XXX	1,180,501	0	1,180,501	118,050	0	0.00%	118,050	118,050
47200	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	542,084	0	542,084	54,208	20,000	3.69%	74,208	34,208
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,290,570	300	2,290,870	229,087	52,500	2.29%	281,587	176,587
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	978,030	0	978,030	97,803	(5,500)	-0.56%	92,303	103,303
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,010,696	0	5,010,696	501,070	0	0.00%	501,070	501,070
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		30,180,078	28,734	30,208,812	3,020,881	156,280	0.52%	3,177,161	2,864,601
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	20,466	20,466	2,047	0	0.00%	2,047	2,047

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)	% 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	157,659	0	0	157,659	15,766	0	0.00%	15,766
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		157,659	20,466	178,125	17,813	0	0.00%	17,813	17,813
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		30,337,737	49,200	30,386,937	3,038,694	156,280	0.51%	3,194,974	2,882,414

1/18/18

Date

School Business Administrator Signature

Hasbrouck Heights Board of Education									
Transfers									
11/30/17									
Account Number	Account Description	From	To	Description					
11 000 100 565	Tuition to county special services	1,000							
11 000 216 320	Purchased Professional educational services	12							
11 000 219 500	Other purchased services	130							
11 000 219 610	General supplies		1,142	Supplies and assessment materials for the child study team					
11 000 216 320	Purchased Professional educational services	2,000							
11 000 216 610	General supplies		2,000	Supplies for student per IEP					
11 000 219 500	Other purchased services								
11 000 219 890	Miscellaneous expenditures	321							
			321	Workshops for the child study team					
11 000 230 590	Miscellaneous purchased services	200							
11 000 230 585	BOE other purchased services		200	Reimbursement to board members for fingerprinting					
11 000 230 610	General supplies	500							
11 000 230 890	Miscellaneous expenditure								
			500	Google training					
11 000 240 890 02	Miscellaneous expenditure	1,500							
11 000 240 610 02	General supplies		1,500	Supplies for the high school					
11 000 240 890 03	Miscellaneous expenditure	100							
11 000 240 610 03	General supplies		100	Supplies for the middle school					
11 000 251 340	Purchased technical services	850							
11 000 251 330	Other purchased professional services		850	Fees for continuing disclosure agent					
11 000 262 420	Cleaning, repair and maintenance services	1,000							
11 000 261 610	General supplies		1,000	Supplies for required school maintenance					
11 000 262 520	Insurance	189							
11 000 262 590	Miscellaneous purchased services		189	Water testing services					
11 000 266 420	Cleaning, repair and maintenance services	12							
11 000 266 610	General supplies		12	Supplies for maintenance					
11 240 100 640	Textbooks	120							
11 240 100 890	Other objects		120	Membership for ESL teachers					

## School Secretary Annual Performance Report

*Directions: School-based administrators use this form to provide the employee with an assessment of performance. The employee should be given a copy of the form at the end of each evaluation cycle.*

Employee: \_\_\_\_\_ School Year(s): \_\_\_\_\_

Evaluator(s): \_\_\_\_\_

School: \_\_\_\_\_

<b>Exceeds Expectations</b> In addition to meeting the requirements for Proficient	<b>Proficient</b> Proficient is the expected level of performance	<b>Unacceptable</b>	<b>Not applicable (N/A)</b>
The employee consistently and considerably surpasses the expectations of the essential job duty or performance characteristics that are consistent with the school's mission and goals	<b>The employee meets the expectations of the essential job duty or performance characteristic in a manner that is consistent with the school's mission and goals.</b>	The employee consistently performs below expectations of the essential job duty or performance characteristic in a manner that is inconsistent with the school's mission and goals	The job duty listed is not applicable to the secretary whom is being evaluated

### ESSENTIAL JOB DUTIES

Essential Job Duties	Exceeds	Proficient	Unacceptable	N/A
1. Provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students				
2. Maintains and respects confidentiality of student and school personnel information				
3. Registers new students/withdraws student				
4. Serves as a receptionist, receives and greets persons or groups calling on building administrator(s); answers telephones, provides information, takes and dispatches messages				
5. Communicates orally and in writing effectively with school personnel, parents, and the general public				
6. Maintains records of excessive student absences, tardies and unexcused absences				
7. Processes general correspondence, memorandum, reports, schedules, manuals, bulletins, agendas, and other materials from rough draft, copy, marginal notes, or verbal				



instruction				
8. Maintains appointment calendar, schedules appointments, conferences, and meetings				
9. Supplies routine information to staff members, building administrator(s), and others				
10. Assists with scheduling substitutes and maintaining attendance records as assigned by administrator				
Remarks/Comments:				

#### **PERFORMANCE CHARACTERISTICS**

Performance Characteristics:	Exceeds	Proficient	Unacceptable	N/A
Judgment – Makes correct decisions based on relevant information and maintains confidentiality.				
Adaptability – Willingness to accept new ideas and/or change.				
Working Relationships – Establishes and maintains cooperative working relationships with others.				
Attendance and Punctuality – Reliable attendance and prompt arrival time				
Initiative – Takes initiative and assumes responsibility for prompt, appropriate action.				
Remarks/Comments:				

**Evaluation Summary**

- ☐ **Recommended for reappointment for next school year.**
- ☐ **Recommended for placement on a Corrective Action Plan.**
- ☐ **Not recommended for reappointment for next school year.**

**Notes:**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Employee Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Data Systems Coordinator Annual Performance Report

*Directions: School-based administrators use this form to provide the employee with an assessment of performance. The employee should be given a copy of the form at the end of each evaluation cycle.*

Employee: \_\_\_\_\_ School Year(s): \_\_\_\_\_

Evaluator(s): \_\_\_\_\_

School: \_\_\_\_\_

<b>Exceeds Expectations</b> In addition to meeting the requirements for Proficient	<b>Proficient</b> Proficient is the expected level of performance	<b>Unacceptable</b>	<b>Not applicable (N/A)</b>
The employee consistently and considerably surpasses the expectations of the essential job duty or performance characteristics that are consistent with the school's mission and goals	<b>The employee meets the expectations of the essential job duty or performance characteristic in a manner that is consistent with the school's mission and goals.</b>	The employee consistently performs below expectations of the essential job duty or performance characteristic in a manner that is inconsistent with the school's mission and goals	The job duty listed is not applicable to the secretary whom is being evaluated

### ESSENTIAL JOB DUTIES

Essential Job Duties	Exceeds	Proficient	Unacceptable	N/A
1. Provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students				
2. Maintains and respects confidentiality of student and school personnel information				
3. Registers new students/withdraws student				
4. Serves as a receptionist, receives and greets persons or groups calling on building administrator(s); answers telephones, provides information, takes and dispatches messages				
5. Communicates orally and in writing effectively with school personnel, parents, and the general public				
6. Maintains records of excessive student absences, tardies and unexcused absences				
7. Processes general correspondence, memorandum, reports, schedules, manuals, bulletins, agendas, and other materials from rough draft, copy, marginal notes, or verbal				

instruction				
8. Maintains appointment calendar, schedules appointments, conferences, and meetings				
9. Supplies routine information to staff members, building administrator(s), and others				
10. Assists with scheduling substitutes and maintaining attendance records as assigned by administrator				
Remarks/Comments:				

#### **PERFORMANCE CHARACTERISTICS**

Performance Characteristics:	Exceeds	Proficient	Unacceptable	N/A
Judgment – Makes correct decisions based on relevant information and maintains confidentiality.				
Adaptability – Willingness to accept new ideas and/or change.				
Working Relationships – Establishes and maintains cooperative working relationships with others.				
Attendance and Punctuality – Reliable attendance and prompt arrival time				
Initiative – Takes initiative and assumes responsibility for prompt, appropriate action.				
Remarks/Comments:				

**Evaluation Summary**

- ☐ **Recommended for reappointment for next school year.**
- ☐ **Recommended for placement on a Corrective Action Plan.**
- ☐ **Not recommended for reappointment for next school year.**

**Notes:**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Employee Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## District Regulation

### 5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)

#### M

##### A. Purpose

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

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

##### B. Expectations for Academic Achievement, Behavior, and Attendance

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

##### C. Behaviors That May Result in Suspension or Expulsion

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

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

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

#### D. Students' Rights

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

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

4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

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

1. Positive Reinforcement for Good Conduct and Academic Success

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

2. Supportive Interventions and Referral Services

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

3. Remediation of Problem Behavior

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



a. Restitution and Restoration

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

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

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

d. Alternate Educational Program

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

4. Students with Disabilities

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

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations

established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

- a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

#### G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
  - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
  - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
  - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
  - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
  - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges

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

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;
- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

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

6. Grade Adjustment

- a. 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.

H. Chart of Discipline

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

Pupil Discipline/Code of Conduct – Grades Six through Twelve

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

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due

process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

## STUDENT DISCIPLINE/CODE OF CONDUCT

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

### Chart of Student Discipline

Student Infraction	Offense	Action
<b>INSUBORDINATION-</b> Examples of this type of conduct include, but are not limited to:		
Tardiness to Class	1 <sup>st</sup> offense	Teacher's Discretion
Students are expected to be in class on time.	2 <sup>nd</sup> 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 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> 7 <sup>th</sup> 8 <sup>th</sup> - 15 <sup>th</sup> >15	Excused Central Detention Central Detention Central Detention 2 Central Detentions Saturday school for every late Loss of 1 <sup>st</sup> period credit
Failure to Report to Late Sign-In Table and/or Main Office When Late to School	Any offense	Depending on Circumstance:  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
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.		

Failure to Attend Teacher Detention	1 <sup>st</sup> offense	Teacher's Discretion
	2 <sup>nd</sup> 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 Privileges
Failure to Attend Saturday Detention	Any offense	1 Day of In-School Suspension
Saturday Detention will only be rescheduled with prior Administrative Approval		
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extra-curricular activities outside the school day (including but not limited to sports, field trips, chorus/band concerts, dances and proms). Length/type of removal to be determined by Administrator. Coach and/or advisors will be notified.
Left Class Without Permission (less than 10 minutes)	1 <sup>st</sup> offense	Teacher's Discretion
	2 <sup>nd</sup> offense & Subsequent offenses	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 <sup>st</sup> offense	Saturday Detention
	2 <sup>nd</sup> offense	1-Day In-School Suspension (loss of credit if same course)
	3 <sup>rd</sup> offense	1-Day Out-of-School Suspension (if same course, loss of credit, removal from course, and loss of summer school credit recovery option)
	4 <sup>th</sup> offense	Mandatory 5 day SAP referral (SAP refusal results in OSS)
	Subsequent	Mandatory 10 day SAP referral (SAP refusal results in OSS)
Truancy and/or Leaving School Grounds	1 <sup>st</sup> offense	1- Day In-School Suspension; Removal of Privileges may occur
	2 <sup>nd</sup> offense	

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.

Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.

Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363)  
Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.

The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.

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.

\*Students may use Electronic Devices before the start of school (prior to 7:55 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.

#### Subsequent offenses

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)

#### Middle School

1<sup>st</sup> offense

2<sup>nd</sup> offense

3<sup>rd</sup> offense

*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.*

Issue referred to Administration – Central Detention (phone returned to student at end of the day)  
Saturday Detention (phone returned to student at end of the day)

Saturday Detention

#### High School

1<sup>st</sup> offense

2<sup>nd</sup> offense

Subsequent

1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)

Saturday School (electronic device(s) returned to student at end of the day)

1 Day In-School Suspension (electronic device(s) returned to student at the end of the day)

1 Day Out- of- School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)

<p>Defying the Authority of a School Administrator</p> <p>Examples may include but are not limited to:</p> <p>Refusal to hand over an electronic device; a hat; or any personal property not permitted in school and/or change clothing when deemed a violation of District's dress code.</p>	<p>Any offense</p>	<p>Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result</p>
<p>Dress Code Violation (Policy 5511)</p> <p>The Board of Education understands that dress is a reflection of individual taste, and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment. At the Hasbrouck Heights High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:</p> <ol style="list-style-type: none"> <li>1. For health and safety, footwear must be worn at all times.</li> <li>2. Garments designed to be worn as underwear may not be worn as outerwear.</li> <li>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).</li> <li>4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted.</li> <li>5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.</li> <li>6. Skirts, dresses, and shorts should not end higher than mid-thigh.</li> <li>7. Any clothing or patches that have writing or pictures that include the following are not permitted: <ul style="list-style-type: none"> <li>• References to violence and weapons;</li> <li>• Racist comments;</li> </ul> </li> </ol>	<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>



<ul style="list-style-type: none"> <li>• Anti-religious references;</li> <li>• Sexual connotations;</li> <li>• References to tobacco, alcohol or drugs.</li> </ul> <p>8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.</p> <p>9. Clothing should not be worn that interferes with or disrupts the operation of the school.</p> <p>No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.</p>		
Eating/Drinking in unauthorized areas (i.e. classroom)	Any offense	Teacher's Discretion
Students in the Hasbrouck Heights High School District are prohibited from bringing food, coffee, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.	Chronic offenses	Refer to Administration
Using an Outside Vendor to Make Deliveries to School	1 <sup>st</sup> offense  Subsequent offenses	Confiscation of delivery – Warning Issued  Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Not Following Procedures when on <i>Restricted</i> Bathroom/Locker Room & Hallway Status  Using the bathroom without a security escort while on restricted bathroom/locker room status or moving about the building without a security escort will be deemed a form of insubordination and subjected to disciplinary action as noted.	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	Renew length of current restriction  Restricted status for the remainder of the school year and/or Removal of Privileges

CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:

Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school environment	Any offense	Teacher's Discretion
Major Disruptive/Inappropriate Behavior Behavior that may warrant removal from class, <b>school event/program</b>  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.	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
Disrespect toward School Personnel	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense:  Saturday Detention(s) to Out-of-school Suspension
Disorderly Behavior in Cafeteria  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.	Any offense	Teacher's Discretion and/or Administration's Discretion – One period and/or up to one week or more of Lunch Detentions  <i>Students will eat lunch in assigned location.</i>
Use of Offensive Language (verbal/written/gestures)	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense: Admonishment/Reprimand to Out-of-school Suspension and Counseling
Inappropriate Use of Computer  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.	Any offense	Penalties may vary according to the severity and frequency of the offense.  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

Misuse of Social Media	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense:  In-school suspension to Out-of-school suspension 1-10 days
Inappropriate physical contact	Any offense	Saturday school to out-of-school suspension
Theft/Stealing/Extortion	Any offense	In-school suspension to out-of-school suspension; restitution, possible police notification
Vandalism	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	1-2 days Out-of-school suspension pending severity 2-4 days Out-of-school suspension pending severity  Police notification, possible charges, restoration at cost to parent
Verbally threatening a staff member	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	3 days Out-of-school suspension; may require psychological evaluation to return to school  10 days Out-of-school suspension; may require psychological evaluation to return to school
Possession or Use of Tobacco Products and/or Possession or Use of Electronic Smoking Devices (Vaping)  Smoking or use of tobacco products, including electronic <b>devices</b> <del>cigarettes</del> 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	1 <sup>st</sup> offense	<i>Any student involved in <del>vaping</del> may be subjected to a diagnostic substance screening.</i>  2 Days Out-of-School Suspension, 1-Day In-School Suspension and restricted bathroom privileges for a marking period. <b>Police notification.</b> May result in a court referral for legal action, which includes a monetary fine

permitted. Penalties will be enforced for all violators and apply to all forms of tobacco.

\*If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police. ~~This will result in legal action, which includes a court appearance and monetary fine.~~

	2 <sup>nd</sup> offense	4 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a semester. <b>Police notification. Mandatory court referral for legal action, which includes a monetary fine</b>
	Subsequent offense	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. <b>Police notification. Mandatory court referral for legal action, which includes a monetary fine. (SAP refusal results in OSS).</b>
<b>Possession of CDS</b>	1 <sup>st</sup> offense	<b>Out-of-school suspension 3-10 days, SAC referral, assessment, police notification</b>
	2 <sup>nd</sup> offense	<b>Out-of-school suspension 5-10 days, SAC referral, assessment, police notification</b>
<b>Use of controlled substance</b>	1 <sup>st</sup> offense	<b>Suspended pending assessment; referral to SAC/community agency, police notification 3-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service</b>
	2 <sup>nd</sup> offense	<b>Suspended pending assessment; referral to SAC/community agency, police notification 5-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service</b>
<b>Sale &amp; Distribution of CDS</b>	<b>Any offense</b>	<b>10 days Out-of-school suspension, pending expulsion meeting with SAC/Administration; police notification</b>
<b>ACADEMIC DISHONESTY-Examples of such conduct include, but are not limited to:</b>		
Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral

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

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

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

~~A copy of the plagiarized work will be placed in the student's file. Refer to counselor.~~

Parent/Student conference with Teacher and Supervisor if warranted.

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

Bus Misconduct	1st offense	Discretion of the Administration; Admonishment/Reprimand to Out-of-School Suspension
	Subsequent offenses	Bus suspension (length to be determined- marking period, semester, year)  <i>Police may be notified. The school may file a complaint with the Police. Restitution of damages if warranted.</i>

Driving Dangerously on School Grounds	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Suspension of driving privileges on campus/revocation of parking may occur (length to be determined-marking period, semester, year) and disciplinary action</p> <p><i>Police notified. The school may file a complaint with the Police.</i></p>
Parking a Vehicle in an Unauthorized Space	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense &amp; Subsequent offenses</p>	<p>Suspension of driving privileges on campus/revocation of parking (length to be determined-marking period, semester, year) and Saturday Detention</p> <p>Removal of Privileges and Police notified to issue summons</p>
<p>Possession or Use of Tobacco Products and/or Possession or Use of Electronic Smoking Devices (Vaping)</p> <p><del>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.</del></p> <p><del>*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.</del></p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent offense</p>	<p><del>Any student involved in vaping may be subjected to a diagnostic substance screening.</del></p> <p><del>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</del></p> <p><del>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</del></p> <p><del>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 results in OSS).</del></p>
*Activating Fire Alarm or Extinguisher	Any offense	<p>4 Days Out-of-School Suspension 1-day In-School Suspension</p> <p><i>Police notified. Mandatory Court referral for legal action, which includes a monetary fine.</i></p>

ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:

Arson	Any offense	Out-of-School Suspension pending a BOE Suspension Hearing  <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>
Vandalism Damaging school property	Any offense	Penalties may vary according to the severity and frequency of the offense  Saturday Detention; In-school Suspension and/or Out-of-School Suspension  <i>Police notified. The school may file a complaint with Police. Restitution of damages.</i>
Fighting and/or Assault  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.  <i>Fighting:</i> Mutual engagement in a physical confrontation that may result in bodily injury to either party	Any offense	Penalties may vary according to the severity and frequency of the offense  3- Days or up to 10-days Out-of-School Suspension  <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>
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-Days and may incur a Longer-term Suspension Pending a BOE Suspension Hearing Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school.
<b>CUMULATIVE CODE OF CONDUCT INFRACTIONS</b>	-	-
40 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)	1st offense - - 2nd offense - - 3rd offense - - 4th offense -- - 5th 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 - - -

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



<p>Violation of Harassment, Intimidation, and Bullying (HIB) Policy</p> <p>Definition from NJSA: 18A:37-14: "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school- sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</li> </ul>	<p>1<sup>st</sup> offense &amp; Subsequent offenses</p>	<p>Determined by the outcome of the investigation. Disciplinary action may include but not limited to: Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p><i>Police may be notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i></p>
<p>Gambling</p> <p>Card playing, dice throwing or any similar activity is prohibited on school grounds.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion -</p>
<p><b>CUMULATIVE CODE OF CONDUCT INFRACTIONS</b></p>		
<p>10 Total Discipline Infractions</p>		<p>Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); <b>Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</b></p>

		May include loss of grade level privileges pending nature and severity of infractions, to be determined by VP/Principal
15 Total Discipline Infractions		<p>Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); <b>Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</b></p> <p>Results in loss of all grade level privileges for the year</p>
20 Total Discipline Infractions		<p>Possible SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); <b>Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling; Long-term suspension</b></p> <p><b>Results in loss of all grade level privileges for the year</b></p>
ISS/OSS for the year (total incidents)	1st offense  2nd offense  3rd offense  4th offense  5th 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 ( <b>possible loss of grade level privileges for the year</b> )  10 Day Suspension from any intra/extra-curricular activities ( <b>possible loss of grade level privileges for the year</b> )  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 <sup>st</sup> offense	Teacher warning	Subsequent offense may include: ISS/OSS or Alternate Placement
	2 <sup>nd</sup> offense	Teacher must notify parent	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification	
	4 <sup>th</sup> offense	Referral to the Principal/Parent	

	5 <sup>th</sup> offense	Notification/ Principal's Detention	
		Referral to the Principal/ Principal's Detention/ Parent Conference	
Littering on School Property	1 <sup>st</sup> offense	Referral to the Principal/Warning	
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention	
Offensive Language/Written/Gestures	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification	
	2 <sup>nd</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention	Subsequent offense may include: Referral to the Guidance Counselor
	3 <sup>rd</sup> offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
Inappropriate Physical Contact	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification	
	2 <sup>nd</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention	Subsequent offense may include: Referral to the Guidance Counselor
	3 <sup>rd</sup> offense	Referral to the Principal/ Principal's Detention Parent Conference	
Insubordination - Refusal to Hand Over Unauthorized Device to School Personnel/Electronics/cell phone	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification/ Principal's Detention	
	2 <sup>nd</sup> offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
	Subsequent	Referral to the Principal/ Principal's Detention/ Parent Conference	

		Referral to the Principal/ISS Parent Conference	
Forging an Official Document	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification/ Principal's Detention	
	2 <sup>nd</sup> offense		
	3 <sup>rd</sup> offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Theft Personal/School Property	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification/ Principal's Detention	
	2 <sup>nd</sup> offense		Police may be notified at any level of offense
	Subsequent	Referral to the Principal/Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Destruction of Property/ Stealing/Arson/False Alarm	1 <sup>st</sup> offense	Up to 5 Days OSS and Restitution for Damages	Police Contacted/Parent Notification
	2 <sup>nd</sup> and subsequent offense	Up to 10 Days OSS and restitution for damages	
Vandalism/Graffiti	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification/ Principal's Detention	Police may be notified at any level of offense
	2 <sup>nd</sup> offense	Referral to the Principal/ISS/ Parent Conference	Possible Restitution.
Verbally Threatening a Staff Member	1 <sup>st</sup> offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	Police may be notified at any level of offense
	2 <sup>nd</sup> 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/Possession/Alcohol	1 <sup>st</sup> offense  2 <sup>nd</sup> 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 <sup>st</sup> offense  Subsequent	Referral to the Principal/ Parent Notification/ Removal from class until change of clothes is available Warning  Principal's Detention	
Smoking	1 <sup>st</sup> offense  2 <sup>nd</sup> offense  3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference  Referral to the Principal/ISS/ Parent Conference	Police may be notified.  Possible referral to the SAC
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Fire-arms/Zero Tolerance	Any offense	Up to 10 Days OSS/ Parents notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for School		Please refer to the Elementary School K – 5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS



	2 <sup>nd</sup> offense	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: February 16, 2017

Revised: August 24, 2017

Revised (First Reading): January 24, 2018

## District Regulation

### **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 4<sup>th</sup> 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 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 8<sup>th</sup> 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

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

### SOCIAL STUDIES COURSES

#### Honors Early US History (US I)

Student attains a minimum semester 1 average of 92 in 8<sup>th</sup> 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 8<sup>th</sup> Grade English or a minimum semester 1 average of 92 in regular 8<sup>th</sup> 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 8<sup>th</sup> grade Honors Mathematics or a minimum semester 1 average of 92 in CP 8<sup>th</sup> 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 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.

### 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.

### COMPUTER SCIENCE COURSES

#### AP Computer Science

- **Student attains a minimum score of 600 on the ELA and Mathematics sections of the PSAT/SAT.**

Approved: February 26, 2015

Revised: March 31, 2016

Revised: June 23, 2016

Revised: May 25, 2017

Revised (First Reading): January 24, 2018

# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Military Leave

Dec 17

[See POLICY ALERT Nos. 164 and 214]

## 4437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. ~~A Any~~ permanent or full-time **temporary** officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, **as a member of the organized militia**, to a leave of absence **from his or her respective duties** without loss of pay or time on all days **during** in which ~~he/she~~ **he or she shall be** is engaged in any period of State or Federal active duty-; **provided, however, that t**The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee.** ~~A permanent or full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time.~~

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other States, shall be entitled, in addition to pay received, if any, **as a member of a reserve component of the Armed Forces of the United States**, to a leave of absence **from his or her respective duty** without loss of pay or time on



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Military Leave

all work days ~~he/she~~ **on which he or she** shall be engaged in any period of **Federal** active duty, provided, **however, that** such leave of absence shall not exceed thirty work days in any calendar year. **Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment** for less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.~~

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Revised (First Reading): January 24, 2018



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TEACHING STAFF MEMBERS

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Military Leave

Dec 17

[See POLICY ALERT Nos. 164 and 214]

## 3437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. **A Any** permanent or full-time **temporary** officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, **as a member of the organized militia**, to a leave of absence **from his or her respective duties** without loss of pay or time on all days **during** in which ~~he/she~~ **he or she shall be** is engaged in any period of State or Federal active duty-; **provided, however, that t**The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee.** A ~~permanent or full-time temporary~~ officer or employee who has served **under such temporary appointment** for less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.~~

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, **as a member of a reserve component of the Armed Forces of the United States**, to a leave of absence **from his or her respective duty** without loss of pay or time on



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Military Leave

all work days ~~he/she~~ **on which he or she** shall be engaged in any period of **Federal** active duty, provided, **however, that** such leave of absence shall not exceed thirty work days in any calendar year. **Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time.** A ~~permanent or~~ full-time temporary officer or employee who has served **under such temporary appointment for** less than one year in the district shall receive this leave without pay, but without loss of time. ~~This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.~~

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Revised (First Reading): January 24, 2018



# REGULATION GUIDE

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Electronic Surveillance In School Buildings  
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[See POLICY ALERT Nos. 177 and 214]

## R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used ~~on~~ **in school district buildings** ~~property~~ and on school grounds.

### A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. **Signage** ~~Notice regarding the use of surveillance devices~~ will be posted in **a prominent public place in** school buildings ~~and~~ ~~or~~ on school grounds where **electronic** surveillance **equipment** ~~devices~~ may be used.

### B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational **Rights** and Privacy Act (**FERPA**) and the Individual with Disabilities Education ~~Improvement~~ Act (**IDEA**). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

### C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.



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Electronic Surveillance In School Buildings  
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2. The district will provide notice to students, parent(s) ~~or legal guardian(s)~~, and school staff members that surveillance devices may be used in school buildings and on school grounds.
- D. Storage/Security
1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
  2. Recordings will be **retained in accordance with the New Jersey Department of the Treasury – Records Management Services Records Retention Schedules** and ~~stored for \_\_\_\_\_ calendar days after initial recording, whereupon such recordings~~ will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, **upon receiving prior authorization from Records Management Services.**
- E. Use
1. The determination of the location of surveillance devices shall be made by the **Superintendent or designee.**
  2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.
- F. Viewing or Listening
1. Initial viewing or listening to recordings will be done by the **Superintendent of Schools or designee.**
  2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the **Superintendent of Schools or designee.**





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3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the **Superintendent of Schools or designee**.
6. A written log will be maintained by the **Superintendent of Schools or designee** of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
7. Video recordings remain the property of the **school** district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

**G. Law Enforcement Memorandum of Understanding (MOU)  
(N.J.S.A. 18A:41-9)**

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:
  - a. The designation of individuals who shall be authorized to view live streaming video;



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Electronic Surveillance In School Buildings  
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- b. The circumstances under which the designated individuals would view live streaming video; and
  - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
- 2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
- 3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
- 4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.

## **HG.** Purchase, Maintenance, Replacement of Equipment/Supplies

- 1. The \_\_\_\_\_ (~~Building Principal or designee, Superintendent of Schools or designee, School Business Administrator, Other~~ **Specify**) School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Revised (First Reading): January 24, 2018



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[See POLICY ALERT Nos. 177 and 214]

## 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, ~~and if so in which~~ it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, ~~and the district declares such use to be a legitimate educational interest.~~

**In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.**

**The Board of Education shall post signage following ~~statement shall be posted~~ in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.**



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Electronic Surveillance In School Buildings  
and On School Grounds

~~The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.~~

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

**N.J.S.A. 18A:41-9**

Revised (First Reading): January 24, 2018



# BYLAW GUIDE

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Board Member Use of Social Networks  
Dec 17

[See POLICY ALERT No. 214]

## 0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or republishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.



# BYLAW GUIDE

BYLAWS  
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Board Member Use of Social Networks

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board members;
2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;



# BYLAW GUIDE

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Board Member Use of Social Networks

6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.  
N.J.S.A. 10:4-6 et seq.

Revised (First Reading): January 24, 2018



# POLICY GUIDE

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Lead Testing of Water in Schools  
Dec 17

[See **POLICY ALERT No. 214**]

## 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.





# POLICY GUIDE

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Lead Testing of Water in Schools

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.

N.J.A.C. 6A:26-12.4

Revised (First Reading): January 24, 2018



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[See POLICY ALERT No. 214]

## 5516.01 STUDENT TRACKING DEVICES

The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a global positioning system (GPS) or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or an Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit's location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time or through taping electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or an audio and/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have voice communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district's legal obligation to maintain confidential student information in accordance with Federal and State law and regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communications or taping is not permitted.

A violation of the provisions of this Policy will result in a violation of the Student Code of Conduct Policy and appropriate discipline will be imposed.

Revised (First Reading): January 24, 2018



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[See POLICY ALERT Nos. 153 and 214]

## R 5460.1 HIGH SCHOOL TRANSCRIPTS

A transcript is defined as a document for all high school students exiting the school district that describes a student's progress toward achievement of the New Jersey **Student Learning Core Curriculum Content Standards (NJSLs)** and other relevant experiences and achievements.

~~Transcripts for students entering ninth grade or students planning to graduate from an adult high school in the 2003-04 and following academic years shall contain the following~~ **The Board of Education, in accordance with N.J.A.C. 6A:8-4.2, shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:**

1. **Results of all Applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a);**
2. **Results of any Applicable English Language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);**
3. ~~Other evidence of student achievement~~ **Evidence of instructional experience and performance in the NJSLs;**
4. ~~Evidence of instructional experience and performance in the New Jersey Core Curriculum Content Standards~~ **technological literacy;**
5. ~~Evidence of employability skills and work habits, including punctuality, attendance and teamwork~~ **career educational instructional experiences and career development activities;**
6. ~~Any structured learning experiences~~ **Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and**



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7. ~~Any employer/industry certification tests limited to industry-based standards;~~

78. Any Other information **deemed appropriate** ~~approved~~ by the Board of Education.

**The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer** ~~Student transcripts shall be transmitted within ten calendar days of the time any student transfers to other another school districts or institutions in accordance with N.J.A.C. 6A:8-4.2(b). Disciplinary records will only be sent to other public districts or private schools in accordance with Board Policy and Regulation 8330 and N.J.A.C. 6A:16-7.8 and shall not be sent to any other institution without the written consent of the parent or adult student.~~

Revised (First Reading): January 24, 2018



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[See POLICY ALERT Nos. 96 and 214]

## 7440 SCHOOL DISTRICT SECURITY OF SCHOOL PREMISES

The Board of Education believes ~~that~~ the buildings and facilities of ~~this the~~ **school** district represent a substantial community investment. The Board directs the development and implementation of a plan for **school** district security to protect ~~that the school community's investment in the school buildings and facilities.~~

The **school** district security program will include: ~~the~~ maintenance of facilities **that are** secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and **compliance** ~~the observation with~~ of safe practices in the use of electrical, plumbing, ~~and~~ heating, **and other school building** equipment. The Board directs close cooperation of district officials with ~~local~~ law enforcement, ~~officers, fire fighters, the sheriff's office, and insurance company~~ **inspectors fire officials, and other emergency agencies.**

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

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

Building records and funds shall be kept in a safe place and **secured** ~~under lock and key~~ as appropriate and necessary.



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**School District Security of School Premises**

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

**N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3**

Revised (First Reading): January 24, 2018



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[See POLICY ALERT Nos. 96 and 214]

## R 7440 SCHOOL DISTRICT SECURITY

### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when 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 service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as 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 in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;



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- b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.

## C. Key Control System for Access to School Buildings and Facilities

- 1. School staff members will be provided access to a school building using the school's key control system as follows:
  - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.





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- (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
  - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

## D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.



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- a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
  4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
  5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

## E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.



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2. The School Safety Specialist shall:
    - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
    - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
    - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
  3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
  4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.
- F. Summoning Law Enforcement Authorities
1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.
  2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205, 209 and 214]

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

**“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.**

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) ~~et seq.~~ and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered **by the employer** to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with ~~the their employer Board of Education~~ that the individual has completed the training program within



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five business days of its completion. The **employer Board** shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq. 6A:27-11.2(b) and (e).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).



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### Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;  
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;  
18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: Revised (First Reading) : January 24, 2018



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[See POLICY ALERT Nos. 164, 205, 209 and 214]

## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The Board of Education will administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The ~~Board of Education~~ **employer shall be responsible to will** administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 **and 18A:39-19.3** for all school bus drivers and school bus aides:



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### Emergency School Bus Procedures

- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the ~~Board~~ **employer** shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the ~~Board~~ **employer** shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the **employer** ~~Board of Education~~ shall require a school bus driver or school bus aide ~~employed by the Board~~ to file a certification with the **employer** ~~Board~~ that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The **employer** ~~Board~~ shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

#### B. Emergency Bus Evacuation Drills

1. The Principal **or designee** of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.





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### Emergency School Bus Procedures

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
  - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
  - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



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- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
  - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
  - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
  - b. The time the drill was conducted;
  - c. The school name;
  - d. The location of the drill;
  - e. The route number(s) included in the drill; and
  - f. The name of the Principal or assigned person(s) who supervised the drill.

#### C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Principal or designee (~~Transportation Supervisor~~ or ~~Principal or designee~~).



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### Emergency School Bus Procedures

2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
  - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.
3. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
  - a. A list of the students assigned to that bus;
  - b. A **basic** first aid kit ~~approved by the school nurse and inspected regularly by the school bus driver;~~
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
  - d. Flags or flares or other warning devices; and
  - e. Any other equipment or supplies determined to be included on the school bus by the administration.



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5. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
  - b. Keep aisles and passageways clear at all times;
  - c. Maintain student discipline on the bus;
  - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
  - e. Report promptly to the **Principal**, any potential driving hazard on his/her route, such as construction, road work, etc.;
  - f. Report promptly to the **Principal**, any deviation in the bus route or schedule;
  - g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
  - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
  - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
  - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
  - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



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## D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
    - (2) A potential exists for the position of the bus to shift thus endangering students; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.



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4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the **School Business Administrator/Board Secretary**, of the number and location of the bus and the circumstances of the disability. The **School Business Administrator/Board Secretary** will make arrangements for the safety of the students.

## E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
  - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the **School Business Administrator/Board Secretary** or designee, of the district providing the transportation.



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- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
  - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
  - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
  - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.



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- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
  - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/**Board Secretary** or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
  - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.





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2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
  - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
  - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
  - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
  - d. The **School Business Administrator/Board Secretary** shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
  - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
  - b. If necessary, first aid will be administered.



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### Emergency School Bus Procedures

- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury is not serious, and:
  - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
  - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
  - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Revised (First Reading): January 24, 2018



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[See POLICY ALERT No. 214]

## 9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must



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be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Revised (First Reading): January 24, 2018



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Educational Adequacy of Capital Projects

Dec 17

[See POLICY ALERT Nos. 159, 213 and 214]

## R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division). The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy 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 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. Installation of temporary facilities.

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

1. 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.



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- a. 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.

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. 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, 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.



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- c. 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 Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.
- D. Educational Specifications – N.J.A.C. 6A:26-5.2
  - 1. Submissions of educational specifications for educational adequacy reviews shall include the following:
    - a. 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, together with their net areas in square feet, as well as the net of the total room area required for each space;
    - c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program; and



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- d. 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 shall include the following:
    - a. 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. The approved use of each space, the proposed number of occupants, and the net square feet area shall be clearly labeled on all existing and proposed spaces;
    - b. 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 including dimensions, clearances, ceiling heights, and required equipment;
    - d. Paths of travel for disabled persons;
    - e. 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





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- f. 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.
  - 2. Other project documents to be submitted with the schematic plans shall include:
    - a. A project cost estimate on a form provided by the Commissioner;
    - b. A project schedule;
    - c. A copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division; and
    - d. 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.
- F. Detailed Plans and Specifications and Final Plans and Specifications – N.J.A.C. 6A:26-5.4
  - 1. 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:



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- a. 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 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 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 shall submit to the Division the application with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. No additional fee will be imposed.
2. 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. 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 specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;



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- b. A properly executed copy of a "Request for Local Release of School Construction Plans" for a district that chooses to have a municipal code enforcing agency review its plans 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 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
  - c. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule 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:
- 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;



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- 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";
  - (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,



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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, **as designated by the Commissioner of the Department of Community Affairs**, 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:26-5.4.

G. Fee Schedule – N.J.A.C. 6A:26-5.5

The Division will collect fees for 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 in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.

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.



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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.

Revised (First Reading): January 24, 2018

