

Hasbrouck Heights School District Nursing Services Plan

2016-2017

(N.J.A.C. 6A:16-2.1 through 2.5)

District Name: Hasbrouck Heights

School Year: 2016-2017

Board of Education Approval Date: _____ (as per N.J.A.C. 16:A-2.1 (b))


District Contact Person: Dr. Matthew Helfant

I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i))

Basic services: N.J.A.C. 16A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C. §1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
1. Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	
b) Immunization record	(N.J.A. C.6A:16-2.2 (a))
c) Medical history	
d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2 (k))
e) Physical examinations for:	
(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2 (h)1)
(a) Distribution of educational fact sheet annually to parents or guardians of students of Sports-Related Eye Injuries	
(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h) 2)
(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h) 3)
(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h) 4)
(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2 (h) 5)

f) Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4 (d))
g) Adherence to Family Education Rights and Privacy Act	(FERPA- 20 U.S.C.§1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.4 (c))
2. Determine student status for admission or retention with unacceptable evidence of immunizations	(N.J.A.C. 6A:16-2.2(b))
3. Conduct tuberculosis testing as directed by the NJ DHSS	(N.J.S.A. 18A:40-16 & N.J.A.C. 6A:16-2.2 (c))
B. Medications, health care treatments, procedures and care:	(N.J.A.C. 6A:16-2.1 (a) 2)
1. Administer authorized medications, health care treatments and care	(N.J.A.C. 6A:16-2.1 (a) 2)
2. Approval of self-administered medications	(N.J.S.A.18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1 (a) 2v)
3. Designate and train annually epinephrine and glucagon auto injector delegates	(N.J.A.C. 6A:16-2.1(a) 2 vi N.J.S.A. 18A:40-12.5; 12.6 & 12.14)
4. Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent has not; a) Provided written authorization for the administration of epinephrine; b) Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis; c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and d) Signed a statement releasing the BOE or nonpublic school of liability.	(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)
C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders	(N.J.A.C. 6A:16-2.1 (a) 3)
D. Provide Health Care	(N.J.A.C. 6A:16-2.1 (a) 4)
1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.	(N.J.A.C. 6A:16-2.1 (a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes
2. Isolate, exclude and re-admit any student or employee with a communicable disease	(N.J.A.C. 6A:16-1.4 (a))
3. Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))
4. Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1 (a) 4(iv)

5. Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1 (a) 4 (v))
6. Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4)
7. Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)10(f) and (N.J.A.C. 6A:16-2.3 (b) 3(xii))
8. Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care	(N.J.A.C. 6A:16-2.3 (a) 3(vi) and N.J.A.C 6A:16-2.3(b) 3(i))
E. Administer asthma related care	(N.J.A.C. 6A:16-2.1 (a) 5)
1. Obtain training for administration of medication via nebulizer	(N.J.S.A.18A:40-12.8 (a) & (N.J.A.C. 6A:16-2.1(a) 5 ii)
2. Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2 (e))
3. Require Students to have a current "Asthma Action Plan	(N.J.A.C. 6A:16-2.1 (a) 5 (iii))
F. Health history and examinations	(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1 (a) 6)
1. Provide health examination for student's without medical homes	(N.J.A.C. 6A:16-2.2 (f) 6)
G. Establish and maintain procedures for universal precautions	(N.J.A.C. 6A:16-2.1 (a) 7)
H. Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1 (a) 8)
I. Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv
1. communicable diseases, blood borne pathogens	
2. Asthma management	
3. Anaphylaxis and symptoms of hyperglycemia and hypoglycemia	
4. classroom health curriculum (not CSN with a "Non-Instructional" certificate)	
5. concussion awareness	
6. Lyme Disease	
7. other health concerns	
J. Provide information for:	
1. NJ Family Care program	(N.J.A.C. 6A:16-2.2 (i))
K. Implementation of the Nurse Practice Act by.....	
L. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	

2. Provision of nursing care for actual or potential emotional health problems	
3. Health teaching in health office	
4. Health teaching in classroom	
5. Health counseling	

II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.3 (b)3)

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Lincoln Elem School	Euclid Elem School	Middle School	High School		
First-Aid, splinting, Ace-wrap etc.	TBA	TBA	TBA	TBA		
Dental: tooth avulsion, caries, braces, etc.	TBA	TBA	TBA	TBA		
Health Screenings Ht., Wt., & BP yearly	411	330	461	584		
Visual Acuity screening K,2,4,6,8,10	143	126	305	139		
Auditory screening K,1,2,3,7,11	190	180	305	139		
Scoliosis screening biennially age 10-18	78	86	156	144		
Diabetic Glucose testing, insulin pump management	0	1	2	0		
Mantoux/PPD testing	0	N/A	NA	NA		
Medication Administration- daily	TBA	3	2	3		
Medication Administration - PRN	60	61	28	10		
Nebulizer/inhalers/peak flow measurements	30	21	28	8		
Tube feedings	0	0	0	0		
Urinary catheterizations	0	0	0	1		
Ventilator care	0	0	0	0		
Referral for vision evaluations	TBA	TBA	TBA	TBA		
Referral for hearing evaluations	TBA	TBA	TBA	TBA		
Referral for Alcohol and drug use/abuse testing	0	0	TBA	TBA		
Referral for pregnancy	0	0	0	0		
Nursing Diagnosis /Case-finding of actual or potential physical health problems	70	61	25	10		

[illegible]

III. Emergency Management (N.J.A.C. 6A:16-2.1 (a) 4

A. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit (“Go-box”, crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
 - a) AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet’s Law Requirement)
 - b) CPR trained school nurse
 - c) Asthma Nebulizer trained nurses
 - d) Universal Precautions trained staff
 - e) CPR trained coaches/athletic trainers/teachers/staff

B. IEHP’s/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
If a food allergy is indicated a **food allergy action plan** should be provided by the primary physician and parent. This is filed in the health office after being shared with classroom staff. When it is a severe allergy, and an Epi-pen is ordered, the district Epi-pen policy is implemented. The individual food action plan is stored along with the Epi-pen in an un-locked location in the health office. An attempt will be made to recruit and train Epi-pen delegates. A list of assigned delegates is posted in the nurses office by the Epi-pens.
2. Asthma Action Plan
Students with a medical diagnosis of Asthma should have an **Asthma Action Plan** filed in the health office after being shared with classroom staff. A nebulizer and inhalers are stored in a clearly marked location. The asthma action plan will also be available after sharing it with the classroom staff.
3. Diabetic Action Plan
Individual health plans will be available for each **Diabetic student**. In addition, an emergency plan for hyper and hypo-glycaemia will be available in the health office after being shared with classroom staff. Individual Diabetes care tasks such as glucose monitoring will take place where needed. Diabetic emergency supplies will be carried by student in their backpacks or in the nurses office. An attempt will be made to recruit and train Glucagon delegates.
4. Lock-Down Health Care Action Plan
Lock Down and Shelter-in-Place health care action plans will be updated and modified each school year. Diabetic students carry emergency glucose tablets in case of a hypo-glycemic event.

C. District Crisis Management Plan:

1. District Crisis Management Plan
2. In the event of an emergency each building will follow the buildings crisis management plan available in their confidential binders or orange flip charts.

D. Community Rescue Squad and Emergency Paramedic Services

1. Emergency response services will be activated by calling 911. The police dept. for the corresponding town will be contacted. They will then arrange for EMS and Paramedics if necessary. In addition, the responding police will bring oxygen to the school when needed.

IV. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A 16-2.3 (b))

Schools →		Lincoln Elem	Euclid Elem	Middle School	High School			
Grade levels		PSD-5	K-5					
Enrollment number as of Oct. 1 st .		411	386	461	584			
Number of students receiving:								
Special Services/ IEPs			44					
504s		19	9	20	7			
I&Rs			17	6	11			
IHPs		60	35	26	8			
IEHPs								
Nursing Assignments- number of:								
N.J.A.C. 6A:9-13.3	Certified School Nurse- CSN	1	**	1				
	Registered Nurse- not CSN	0	**	.6				
	Licensed Practice Nurse- LPN	0						
N.J.A.C. 6 A:9-13.3 (b)	CPR Certified		TBA	TBA				
N.J.A.C. 6A:9-13.3 (b)	AED Certified							
N.J.A.C. 6A:16-2.1(a)Siii	Asthma Nebulizer trained		**	1.6				
Unlicensed Assistive Personnel Assignments								
	Nursing Assistants		0					
	Health Aides		0					

V. Nursing Services and Additional Medical Services provided to Non-Public Schools

Non-public nursing services (N.J.A.C. 6A:16-2.1(a)8)

1. Non-public nursing services are not provided by the Hasbrouck Heights School District.

Nursing Services Plan Reviewed By:

School Physician Name	Signature	Date
Head Nurse Name	Signature	Date
CSA Name	Signature	Date

DATE REQUESTED

FACILITY REQUEST

CONTACT

ORGANIZATION

Sep-16

Class of 1966 Reunion	Carmen Delsole	HS	10/22/16 at 1:00 pm
HHMS/Beta Club Induction Ceremony	James Muska	MS AUD/CAFÉ	10/6/16 6:30 TO 8:00 PM
HHMS Geography	James Muska	MS Aud	5/18/17 6:30 to 7:30 pm
HHMS Spelling Bee	James Muska	MS Aud	1/26/17 6:30 to 8:30 pm
Harlem System Wizards	M. Gaeta-Alvarez 201-866-4002	HS Old Gym	12/7/16 5:00 pm - 10:00 pm
LS PTA Movie Night	R. Perdomo 201-952-3296	HS Old Gym	11/18/16 & 2/3/17 5 PM to 9 pm
LS PTA Talent Show	R. Perdomo 201-952-3296	HS Aud	4/12/17 rehearsal & 4/13/16 show 4 pm to 10 pm
ES Talent Show	M. Sicksels 8176	HS Aud	2/10/17 4 pm to 9 pm
ES Talent Show Rehearsal	M. Sicksels 8176	HS Aud	2/9/17 5 pm to 9 pm
LS PTA New Parent Meeting	R. Perdomo 201-952-3296	LS Library	9/7/16 8:45 am to 10 am
LS PTA Art Festival	R. Perdomo 201-952-3296	LS Gym	5/17/17 6:30pm to 8 pm
LS PTA Tech Fest	R. Perdomo 201-952-3296	LS Gym	3/04/17 9 am to 1 pm
LS PTA Science Exchange	R. Perdomo 201-952-3296	LS Gym	1/24/17 6 & 1/25/17 pm to 8 pm
LS PTA Holiday Workshop	R. Perdomo 201-952-3296	LS Art/Music Room	12/8/16 & 12/9/16 9 am to 3 pm
LS PTA Clothing Drive	R. Perdomo 201-952-3296	LS Playground	11/19/16 & 4/8/17 10 am to 2 pm
LS PTA Monster Mash	R. Perdomo 201-952-3296	LS Gym	10/28/16 4 pm to 10 pm
LS PTA Scholastic Book Fair	R. Perdomo 201-952-3296	LS Art/Music Room	10/13/16 & 10/14/16 8:45 am to 4 pm
LS PTA Boosterthon Fun Run	R. Perdomo 201-952-3296	LS Gym	9/28/16 10 am to 11 am Rally and 10/7/16 9 am to 12 pm Fun Run

HS Sport	Level	Fee
Baseball	ALL	\$ 110.00
Basketball	ALL	\$ 110.00
Field Hockey	ALL	\$ 110.00
Football (game only)	Varisty	\$ 210.00
Football (game only)	Sub varsity	\$ 155.00
Football (w/ prep - early arrival and pregame taping)	Varisty	\$ 340.00
Ice Hockey	ALL	\$ 110.00
Indoor Track	ALL	\$ 250.00
Lacrosse	ALL	\$ 110.00
Outdoor Track	ALL	\$ 250.00
Soccer	ALL	\$ 110.00
Softball	ALL	\$ 110.00
Swimming	ALL	\$ 150.00
Volleyball (Single Match)		\$ 110.00
Volleyball (JV/V)		\$ 185.00
Wrestling (Single)		\$ 110.00
Wrestling (Single JV/Varsity)		\$ 160.00
Wrestling (Tri)		\$ 275.00
Wrestling (Quad)		\$ 275.00
XC	ALL	\$ 160.00
Daily Coverage - (hourly coverage for practice days/multiple games at site)	HIGH SCHOOL	\$50/HR (4 hr Minimum)

ATTACHMENT 

Starting date 7/1/2016 Ending date 7/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001063 H	07/12/16		1873	BILL OSHEAS FLORIST	\$163.19
011420 H	07/19/16		1873	BILL OSHEAS FLORIST	\$56.71
020299 V	07/19/16	07/19/16	2091	ST JUDES CHILDRENS RESEARCH HOSP	
020300 V	07/19/16	07/19/16	2185	GLSEN	
020301	07/19/16		2091	ST JUDES CHILDRENS RESEARCH HOSP	\$100.00
020302	07/19/16		2185	GLSEN	\$100.00
020303	07/20/16		2846	HEIGHTS FLOWER SHOPPE	\$1,600.00
020304	07/20/16		2846	HEIGHTS FLOWER SHOPPE	\$50.00
056396	07/06/16		2727	FIRST STUDENT, INC.	\$225.00
056397	07/06/16		2831	POWERHOUSE STUDIO	\$850.00
056398	07/06/16		1648	PETTY CASH/CHILD STUDY TEAM	\$300.00
056407 H	07/11/16		6351	COSTCO	\$474.25
056415	07/12/16		2582	UNGLERT; SANDRA L.	\$357.01
056416	07/12/16		2778	YOUNG; KAREN	\$28.01
056420	07/13/16		1859	BENSI OF HASBROUCK HEIGHTS	\$80.56
056421	07/13/16		2081	BOWLER CITY, INC.	\$480.00
056422	07/13/16		2727	FIRST STUDENT, INC.	\$225.00
056426	07/13/16		6020	STATE OF NJ/BUREAU OF FIRE CODE ENFORCE	\$166.00
056427	07/14/16		2354	TREASURER - STATE OF NEW JERSEY	\$4,100.00
056429	07/20/16		0693	21 GOLF LLC	\$464.00
056430	07/20/16		7134	ALS TRUCK SERV/ATLANTIC TOWING RECOVERY	\$220.15
056431	07/20/16		0075	AMERICAN PAPER & SUPPLY COMPANY	\$7,858.02
056432	07/20/16		0087	APOLLO PRINT, INC.	\$2,410.00
056433	07/20/16		0129	ATRA JANITORIAL SUPPLY COMPANY INC.	\$10,380.12
056434	07/20/16		0157	BARNES & NOBLE	\$300.75
056435	07/20/16		1627	BAYADA HOME HEALTH CARE, INC.	\$7,127.00
056436	07/20/16		0180	BERGEN COUNTY SPECIAL SERVICES	\$15,149.75
056437	07/20/16		4310	BERGEN ETTC	\$500.00
056438	07/20/16		0223	BOSLAND'S LEARNING PLUS	\$149.79
056439	07/20/16		0949	CARRERA, ROSARIO	\$1,825.00
056440	07/20/16		1487	CCL THERAPY, LLC	\$5,405.63
056441	07/20/16		3263	CITYWIDE MECH. SER. L.L.C.	\$539.65
056442	07/20/16		0432	COLANGELO, JOSEPH	\$50.00
056443	07/20/16		0237	CONIGILIO, LISA	\$625.00
056444	07/20/16		1455	DEBONIS, NICOLE	\$50.00
056445	07/20/16		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$994.35
056446	07/20/16		0971	DELTA-T GROUP NORTH JERSEY, INC	\$948.16
056447	07/20/16		2008	ECHO1612, INC	\$2,024.00
056448	07/20/16		0352	FRIDMAN, ESTHER, M.D.	\$1,100.00

Starting date 7/1/2016 Ending date 7/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056449	07/20/16		2748	GRAINGER	\$218.04
056450	07/20/16		4114	HACKENSACK UNIV MEDICAL CTR	\$582.00
056451	07/20/16		4316	HEALY AWARDS, INC.	\$27.70
056452	07/20/16		2846	HEIGHTS FLOWER SHOPPE	\$700.00
056453	07/20/16		0716	HOME DEPOT	\$2,031.89
056454	07/20/16		0728	HUDSON UNITED GLASS & WINDOW CORP	\$1,095.00
056455	07/20/16		0865	INVO HEALTHCARE ASSOC, LLC	\$26,454.75
056456	07/20/16		4251	J & B LOCK & ALARM	\$49.20
056457	07/20/16		4167	JOHN SIMON INSTRUMENT CO.,INC	\$561.00
056458	07/20/16		1608	JOHNNY ON THE SPOT	\$640.84
056459	07/20/16		2092	JONES SCHOOL SUPPLY	\$45.05
056460	07/20/16		4337	JOSTENS	\$250.00
056461	07/20/16		1714	JOSTEN'S	\$186.30
056462	07/20/16		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,870.00
056463	07/20/16		0427	KESSLER, DEIRDRE	\$990.00
056464	07/20/16		0874	LEONIA BOARD OF EDUCATION	\$390.00
056465	07/20/16		1912	LOMBARDI, MARIA	\$205.00
056466	07/20/16		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$10,674.22
056467	07/20/16		3020	MASCHIO'S FOOD SERVICE, INC.	\$51,668.89
056468	07/20/16		6173	MAXIM HEALTHCARE SERVICES, INC.	\$596.25
056469	07/20/16		0626	MEDCO	\$530.65
056470	07/20/16		0581	MOBILITY SERVICES, LLC	\$190.50
056471	07/20/16		2564	MONTE ELECTRIC, INC.	\$150.00
056472	07/20/16		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$30.41
056473	07/20/16		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$1,500.00
056474	07/20/16		0465	NJ MEDICAL WASTE	\$567.00
056475	07/20/16		2015	NJ SCHOOL BUILDINGS & GROUNDS ASSOC.	\$250.00
056476	07/20/16		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$491.70
056477	07/20/16		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$48.63
056478	07/20/16		1922	OMAHA STANDARD, LLC	\$1,900.00
056479	07/20/16		2476	ORIENTAL TRADING CO.	\$489.52
056480	07/20/16		1245	PARAMOUNT EXTERMINATING	\$112.00
056481	07/20/16		2103	POCONO PRODUCE COMPANY	\$1,399.50
056482	07/20/16		2328	PSE & GCO	\$10,800.94
056483	07/20/16		5556	R&J CONTROL, INC.	\$175.00
056484	07/20/16		8956	ROGUT MCCARTHY LLC	\$2,125.12
056485	07/20/16		1996	RUTGERS	\$330.00
056486	07/20/16		6121	SCHOLASTIC BOOK CLUBS, INC	\$3,616.56
056487	07/20/16		2000	SCHOOL HEALTH CORP.	\$406.78

Starting date 7/1/2016 Ending date 7/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056488	07/20/16		1579	SCHOOL SPECIALTY, INC.	\$1,405.86
056489	07/20/16		0800	SHAW'S COMPLETE SECURITY	\$99.50
056490	07/20/16		2024	SHERWIN WILLIAMS CO.	\$1,008.69
056491	07/20/16		2606	SICKELS; MICHAEL	\$300.00
056492	07/20/16		2322	SOUTH BERGEN JOINTURE COMM.	\$7,585.60
056493	07/20/16		2070	STANS SPORTS CENTER	\$749.00
056494	07/20/16		2775	STAPLES ADVANTAGE	\$616.63
056495	07/20/16		0311	SUCCESS ADVERTISING, INC	\$866.53
056496	07/20/16		1879	SUMMIT SPEECH SCHOOL	\$150.00
056497	07/20/16		1995	THE NET RETURN	\$640.00
056498	07/20/16		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC	\$450.00
056499	07/20/16		2156	VANDERBECK, C.J. & SON INC	\$325.00
056500	07/20/16		4427	W.B. MASON CO., INC.	\$3,989.70
056501	07/20/16		1870	WAPPINGERS FALLS SHOPPER/SCHOOL PAPER EX	\$1,182.00
056502	07/21/16		0924	MCDONALDS	\$552.25
056503	07/21/16		1496	BANC OF AMERICA PUBLIC CAPITAL CORP	\$5,717.49
056504	07/21/16		1353	BERGEN COUNTY CURRICULUM CONSORTIUM	\$199.00
056505	07/21/16		1524	BH SECURITY	\$100.62
056506	07/21/16		2297	BIRKENMEIER SPORT SHOP	\$375.00
056507	07/21/16		1378	BUSSE, LINDSEY	\$770.00
056508	07/21/16		4336	CABLEVISION	\$179.85
056509	07/21/16		9024	CABLEVISION LIGHTPATH	\$11,759.62
056510	07/21/16		2834	CHAPIN; BRIDGETTE	\$798.00
056511	07/21/16		1033	DELL FINANCIAL SERVICES	\$4,712.63
056512	07/21/16		1150	DELTA DENTAL	\$25,324.76
056513	07/21/16		0204	FREUND, KURT	\$1,290.00
056514	07/21/16		1218	GABRIELE, PATRICK	\$3,180.00
056515	07/21/16		4693	GENESIS EDUCATIONAL SERVICES INC	\$28,417.00
056516	07/21/16		9042	GIANCASPRO, VALERIE	\$50.00
056517	07/21/16		2067	HOHNECKER; JACLYN	\$1,410.00
056518	07/21/16		6199	KANE; KIMBERLY	\$690.00
056519	07/21/16		9170	KISTNER, AMANDA	\$1,780.00
056520	07/21/16		0593	KRONCKE, DANIELLE	\$690.00
056521	07/21/16		3204	KRYSZ; KIRSTIN	\$359.00
056522	07/21/16		4602	LEWITES; ABBE	\$50.00
056523	07/21/16		1636	LOPERA, JENNIFER	\$3,386.52
056524	07/21/16		0745	MANSFIELD, JACQUELYN	\$798.00
056525	07/21/16		4644	MESSERY, DINA	\$50.00
056526	07/21/16		1364	MINDCROSS TRAINING AND CONSULTING, LLC	\$1,800.00

Starting date 7/1/2016 Ending date 7/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056527	07/21/16		5136	MINICHIELLO, ROCCO	\$1,290.00
056528	07/21/16		3246	MUNICIPAL CAPITAL CORP	\$4,545.00
056529	07/21/16		0752	MUSKA, JAMES	\$1,693.26
056530	07/21/16		1003	NASCO	\$67.47
056531	07/21/16		8388	NAVIANCE, INC.	\$7,975.60
056532	07/21/16		1134	NJ ASSOCIATION OF SCH ADMIN	\$1,000.00
056533	07/21/16		4250	NJ PRINCIPALS & SUPVSR'S ASSOC	\$5,405.00
056534	07/21/16		2236	NJASA	\$1,809.00
056535	07/21/16		7259	NJSIAA	\$2,150.00
056536	07/21/16		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$450.75
056537	07/21/16		1148	NSBA NATIONAL SCHOOL BOARDS ASSOC	\$2,675.00
056538	07/21/16		4260	PIGNATIELLO; DANIEL	\$525.48
056539	07/21/16		2144	POWERSCHOOL GROUP LLC	\$25,080.00
056540	07/21/16		5556	R&J CONTROL, INC.	\$175.00
056541	07/21/16		1512	REALTIME INFORMATION TECHNOLOGY INC.	\$8,750.00
056542	07/21/16		1740	RIDDEL	\$296.44
056543	07/21/16		0761	ROGERS, ALYSSA	\$690.00
056544	07/21/16		4592	RUCCI; NICHOLE	\$3,000.00
056545	07/21/16		2234	SOUTH BERG WORKERS COMP POOL	\$108,217.00
056546	07/21/16		0758	SPARACIO, MATTHEW	\$690.00
056547	07/21/16		0372	STATE OF NEW JERSEY	\$609.00
056548	07/21/16		2086	STRAUSS ESMAY ASSOC. INC.	\$4,535.00
056549	07/21/16		0639	SUEZ WATER OF NEW JERSEY	\$1,410.92
056550	07/21/16		0996	TATTOLI, LORENZO	\$1,350.00
056551	07/21/16		0749	THORNE, WILLIAM	\$3,386.52
056552	07/21/16		0710	TYCO INTERGRATED SECURITY LLC.	\$305.33
056553	07/21/16		2563	VALENTI; SHANNON	\$690.00
056554	07/21/16		4454	VERIZON	\$1,727.22
056555	07/21/16		0526	WAGE WORKS	\$100.00
056556	07/21/16		0359	NJ DEP/DIV OF REV/MED WASTE GEN	\$85.00
056557	07/21/16		6020	STATE OF NJ/BUREAU OF FIRE CODE ENFORCE	\$332.00
056558	07/21/16		0008	SCHOOL MESSENGER/RELIANCE COMMUNICATIONS	\$3,685.50
056559	07/21/16		1859	BENSI OF HASBROUCK HEIGHTS	\$83.11
056560	07/25/16		3180	BOWCRAFT AMUSEMENT PARK	\$599.10
056561	07/25/16		3137	CARVEL	\$122.25
056562	07/25/16		1506	HERZ, MARDIA	\$3,660.00
056563	07/25/16		1216	BISCHOFF; MICHELLE	\$120.00
056584	07/25/16		0426	DINGERTOPADRE; MARIA	\$600.00
056585	07/25/16		0017	HELFANT, MATTHEW	\$100.00

Starting date 7/1/2016 Ending date 7/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056586	07/28/16		3021	A.T. &T	\$131.43
056587	07/28/16		0003	AGILE SPORTS TECNOLOGIES, INC.	\$1,600.00
056588	07/28/16		1627	BAYADA HOME HEALTH CARE, INC.	\$208.00
056589	07/28/16		0001	BCCA	\$200.00
056590	07/28/16		4336	CABLEVISION	\$89.95
056591	07/28/16		4348	CALDERON; ERNESTO	\$80.00
056592	07/28/16		1033	DELL FINANCIAL SERVICES	\$4,712.63
056593	07/28/16		6005	DUSSAULT; DONNA	\$690.00
056594	07/28/16		0017	HELFANT, MATTHEW	\$50.00
056595	07/28/16		0716	HOME DEPOT	\$1,293.23
056596	07/28/16		2894	JOHNSON; DAWN	\$15.45
056597	07/28/16		1016	METRO FIRE & SAFETY CO.	\$2,400.00
056598	07/28/16		0514	MIHALITSIANOS, GERASIMOS	\$50.00
056599	07/28/16		1135	NJ ASSOC SCH BUS OFFICIALS	\$990.00
056600	07/28/16		0359	NJ DEP/DIV OF REV/MED WASTE GEN	\$170.00
056601	07/28/16		1147	NJ SCHOOLS BOARDS ASSOC	\$11,987.10
056602	07/28/16		4019	NJSEAA	\$200.00
056603	07/28/16		1228	OTIS ELEVATOR COMPANY	\$9,003.22
056604	07/28/16		1245	PARAMOUNT EXTERMINATING	\$55.00
056605	07/28/16		0227	PITNEY BOWES	\$837.00
056606	07/28/16		0684	RED CIRCLE SOLUTIONS LLC	\$3,747.00
056607	07/28/16		1740	RIDDEL	\$2,244.05
056608	07/28/16		2024	SHERWIN WILLIAMS CO.	\$2,904.88
056609	07/28/16		3662	SHIRTS ILLUSTRATED	\$831.25
056610	07/28/16		0639	SUEZ WATER OF NEW JERSEY	\$1,921.50
056611	07/28/16		4454	VERIZON	\$66.54
056612	07/28/16		2588	VERIZON WIRELESS	\$262.53
072016 H	07/20/16		0271	PRUDENTIAL RETIREMENT(DCRP)	\$130.22
072816 H	07/28/16		3151	NJ DIV. OF PENSIONS & HEALTH	\$353,457.25
072916 H	07/31/16		7269	HASBROUCK HEIGHTS PR AGENCY	\$8,499.57
073016 H	07/31/16		7269	HASBROUCK HEIGHTS PR AGENCY	\$15,096.90
073116	07/31/16		PAY	HASBROUCK HEIGHTS PAYROLL	\$321,336.10

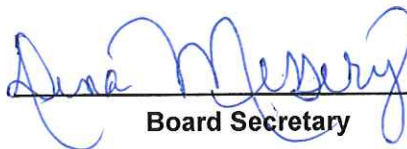
Starting date 7/1/2016

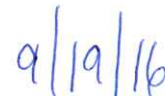
Ending date 7/31/2016

Fund Totals	
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10	General Funds	\$8,799.57
11	GENERAL FUND	\$1,135,109.16
12	Capital Outlay	\$9,425.26
20	Special Revenue Fund	\$2,826.78
60	Enterprise Fund	\$92,651.87
95	STUDENT ACTIVITY	\$2,069.90
Total for all checks listed		\$1,250,882.54

Prepared and submitted by:


Board Secretary



Date

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$4,005,778.04
102 - 106	Cash Equivalents		\$300.00
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		\$25,610,823.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,176,702.33	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,176,702.33

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$29,578,055.00	
302	Less revenues	(\$29,179,089.91)	\$398,965.09

Total assets and resources

\$31,192,568.46

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$81,249.97
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$81,249.97

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

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$23,528,254.56
761	Capital reserve account - July	\$1,201,912.00		
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	\$1,201,912.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00	
762	Adult education programs		\$184,504.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$30,078,317.51		
602	Less: Expenditures (\$984,692.93)			
	Less: Encumbrances (\$23,227,992.05)	(\$24,212,684.98)	\$5,865,632.53	
	Total appropriated		\$30,780,303.09	
	Unappropriated:			
770	Fund balance, July 1		\$831,277.91	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		(\$500,262.51)	
	Total fund balance			\$31,111,318.49
	Total liabilities and fund equity			\$31,192,568.46

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,078,317.51	\$24,212,684.98	\$5,865,632.53
Revenues	(\$29,578,055.00)	(\$29,179,089.91)	(\$398,965.09)
Subtotal	<u>\$500,262.51</u>	<u>(\$4,966,404.93)</u>	<u>\$5,466,667.44</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,201,912.00)	\$1,201,912.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$6,168,316.93)</u>	<u>\$6,668,579.44</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$6,168,316.93)</u>	<u>\$6,668,579.44</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$500,262.51</u>	<u>(\$6,168,316.93)</u>	<u>\$6,668,579.44</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	72,621	0	72,621	0	Under	72,621
00370	SUBTOTAL – Revenues from Local Sources	28,112,872	0	28,112,872	28,006,686	Under	106,186
00520	SUBTOTAL – Revenues from State Sources	1,368,041	0	1,368,041	1,172,404	Under	195,637
00570	SUBTOTAL – Revenues from Federal Sources	24,521	0	24,521	0	Under	24,521
Total		29,578,055	0	29,578,055	29,179,090		398,965

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	8,958,938	252,079	9,211,017	63,436	8,906,552	241,028
10300	Total Special Education - Instruction	3,088,913	(1,200)	3,087,713	19,704	3,035,867	32,141
11160	Total Basic Skills/Remedial – Instruct.	99,390	100	99,490	0	99,474	16
12160	Total Bilingual Education – Instruction	56,800	0	56,800	0	55,500	1,300
17100	Total School-Sponsored Co/Extra Curricul	213,920	0	213,920	2,865	195,556	15,500
17600	Total School-Sponsored Athletics – Instr	496,605	6,526	503,131	7,685	372,990	122,455
29180	Total Undistributed Expenditures - Instr	2,732,091	0	2,732,091	0	0	2,732,091
29680	Total Undistributed Expenditures – Atten	61,158	0	61,158	4,805	56,353	0
30620	Total Undistributed Expenditures – Healt	241,172	0	241,172	0	223,075	18,097
40580	Total Undistributed Expend – Speech, OT,	1,047,672	48	1,047,720	8,958	268,556	770,206
41080	Total Undist. Expend. – Other Supp. Serv	438,593	0	438,593	1,489	347,104	90,000
41660	Total Undist. Expend. – Guidance	424,518	0	424,518	4,192	418,826	1,500
42200	Total Undist. Expend. – Child Study Team	787,686	0	787,686	25,972	749,089	12,625
43200	Total Undist. Expend. – Improvement of I	206,933	639	207,572	18,513	185,398	3,661
43620	Total Undist. Expend. – Edu. Media Serv.	383,196	0	383,196	12,775	350,599	19,822
44180	Total Undist. Expend. – Instructional St	6,000	2,040	8,040	0	4,300	3,740
45300	Support Serv. - General Admin	636,197	1,800	637,997	56,966	373,458	207,573
46160	Support Serv. - School Admin	1,154,772	10,160	1,164,932	93,689	1,043,592	27,651
47200	Total Undist. Expend. – Central Services	344,232	304	344,536	27,567	287,727	29,241
47620	Total Undist. Expend. – Admin. Info. Tec	195,696	13,168	208,864	11,243	96,306	101,315
51120	Total Undist. Expend. – Oper. & Maint. O	2,278,092	80,852	2,358,944	96,466	1,641,703	620,775
52480	Total Undist. Expend. – Student Transpor	746,904	0	746,904	977	60,072	685,855
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,024,671	(82,287)	4,942,384	517,963	4,358,485	65,936
75880	TOTAL EQUIPMENT	0	16,034	16,034	0	16,034	0
76260	Total Facilities Acquisition and Constr	153,906	0	153,906	9,425	81,376	63,105
Total		29,778,055	300,263	30,078,318	984,693	23,227,992	5,865,633

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
			72,621	0	72,621	0	Under	72,621
00100	10-1210	Local Tax Levy	27,951,872	0	27,951,872	27,951,872		0
00260	10-1910	Rents and Royalties	48,000	0	48,000	0	Under	48,000
00300	10-1__	Unrestricted Miscellaneous Revenues	113,000	0	113,000	54,814	Under	58,186
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
00460	10-3176	Equalization Aid	15,477	0	15,477	15,477		0
00470	10-3177	Categorical Security Aid	46,450	0	46,450	46,450		0
00500	10-3__	Other State Aids	997,457	0	997,457	1,070,078		(72,621)
00540	10-4200	Medicaid Reimbursement	24,521	0	24,521	0	Under	24,521
Total			29,578,055	0	29,578,055	29,179,090		398,965

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-__-101	Kindergarten – Salaries of Teachers	529,590	0	529,590	0	529,590	0
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers	3,065,896	0	3,065,896	0	3,065,896	0
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers	1,786,474	0	1,786,474	0	1,786,474	0
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers	3,030,028	0	3,030,028	96	3,029,932	0
02160	11-140-__-101	Salaries of Teachers	67,500	0	67,500	0	67,500	0
03020	11-190-1__-320	Purchased Professional – Educational Ser	72,700	0	72,700	1,800	60,000	10,900
03040	11-190-1__-340	Purchased Technical Services	90,750	1,596	92,346	61,473	3,081	27,792
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series	0	82,287	82,287	0	82,287	0
03080	11-190-1__-610	General Supplies	249,000	142,043	391,043	67	255,640	135,335
03100	11-190-1__-640	Textbooks	60,000	26,152	86,152	0	26,152	60,000
03120	11-190-1__-8__	Other Objects	7,000	0	7,000	0	0	7,000
04500	11-204-100-101	Salaries of Teachers	116,995	0	116,995	0	116,995	0
04520	11-204-100-106	Other Salaries for Instruction	87,250	0	87,250	0	87,250	0
04600	11-204-100-610	General Supplies	1,000	0	1,000	0	202	798
04620	11-204-100-640	Textbooks	500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers	2,034,304	0	2,034,304	0	2,034,304	0
07020	11-213-100-106	Other Salaries for Instruction	478,000	0	478,000	0	478,000	0
07100	11-213-100-610	General Supplies	8,000	(1,200)	6,800	0	786	6,014
07140	11-213-100-8__	Other Objects	500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers	143,905	0	143,905	0	143,905	0
08520	11-216-100-106	Other Salaries for Instruction	86,500	0	86,500	0	86,500	0
08600	11-216-100-6__	General Supplies	4,000	0	4,000	0	171	3,829
09260	11-219-100-101	Salaries of Teachers	55,000	0	55,000	0	55,000	0
09500	11-221-100-101	Salaries of Teachers	32,751	0	32,751	11,923	20,828	0
09540	11-221-100-106	Other Salaries for Instruction	19,708	0	19,708	7,781	11,927	0
09560	11-221-100-320	Purchased Professional-Educational Servi	20,000	0	20,000	0	0	20,000
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
11000	11-230-100-101	Salaries of Teachers	99,390	0	99,390	0	99,390	0
11100	11-230-100-610	General Supplies	0	100	100	0	84	16

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12000	11-240-100-101	Salaries of Teachers	55,500	0	55,500	0	55,500	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	198,420	0	198,420	2,865	195,556	0
17040	11-401-100-6__	Supplies and Materials	11,000	0	11,000	0	0	11,000
17060	11-401-100-8__	Other Objects	4,500	0	4,500	0	0	4,500
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	325,605	0	325,605	0	325,605	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	0	0	45,000
17540	11-402-100-6__	Supplies and Materials	91,000	6,526	97,526	4,515	43,985	49,025
17560	11-402-100-8__	Other Objects	35,000	0	35,000	3,170	3,400	28,430
29020	11-000-100-562	Tuition to Other LEAs within the State -	410,005	0	410,005	0	0	410,005
29040	11-000-100-563	Tuition to County Voc. School District-R	339,162	0	339,162	0	0	339,162
29060	11-000-100-564	Tuition to County Voc. School District-S	321,048	0	321,048	0	0	321,048
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	814,779	0	814,779	0	0	814,779
29100	11-000-100-566	Tuition to Priv. School for the Disabled	788,589	0	788,589	0	0	788,589
29160	11-000-100-569	Tuition – Other	58,508	0	58,508	0	0	58,508
29500	11-000-211-1__	Salaries	61,158	0	61,158	4,805	56,353	0
30500	11-000-213-1__	Salaries	218,672	0	218,672	0	218,672	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	0	8,000	0	0	8,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	0	4,230	6,770
30600	11-000-213-8__	Other Objects	3,500	0	3,500	0	173	3,328
40500	11-000-216-1__	Salaries	265,685	0	265,685	0	265,685	0
40520	11-000-216-320	Purchased Professional – Educational Ser	774,987	0	774,987	8,958	362	765,667
40540	11-000-216-6__	Supplies and Materials	7,000	48	7,048	0	2,509	4,539
41000	11-000-217-1__	Salaries	348,593	0	348,593	1,489	347,104	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	0	90,000	0	0	90,000
41500	11-000-218-104	Salaries of Other Professional Staff	372,710	0	372,710	0	372,710	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	50,308	0	50,308	4,192	46,116	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	500	0	500	0	0	500
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	0	500	0	0	500
42000	11-000-219-104	Salaries of Other Professional Staff	671,070	0	671,070	16,427	654,643	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	102,116	0	102,116	8,510	93,606	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	0	500	15	0	485
42160	11-000-219-6__	Supplies and Materials	12,000	0	12,000	0	690	11,310
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,020	150	830
43020	11-000-221-104	Salaries of Other Professional Staff	201,433	0	201,433	16,674	184,759	0
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	639	3,139	1,839	639	661
43500	11-000-222-1__	Salaries	362,496	0	362,496	12,775	349,721	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43580	11-000-222-6__	Supplies and Materials	14,000	0	14,000	0	878	13,122
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	2,040	8,040	0	4,300	3,740
45000	11-000-230-1__	Salaries	251,747	0	251,747	19,492	232,255	0
45040	11-000-230-331	Legal Services	75,000	0	75,000	0	0	75,000
45060	11-000-230-332	Audit Fees	30,000	0	30,000	0	0	30,000
45120	11-000-230-340	Purchased Technical Services	19,050	1,800	20,850	0	1,800	19,050
45140	11-000-230-530	Communications/Telephone	156,900	0	156,900	15,304	138,981	2,615
45160	11-000-230-585	BOE Other Purchased Services	2,500	0	2,500	0	0	2,500
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	65,000	0	65,000	0	0	65,000
45200	11-000-230-610	General Supplies	7,000	0	7,000	0	423	6,578
45260	11-000-230-890	Miscellaneous Expenditures	15,750	0	15,750	10,183	0	5,567
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000	11-000-240-103	Salaries of Principals/Assistant Princip	713,047	0	713,047	59,421	653,626	0
46020	11-000-240-104	Salaries of Other Professional Staff	121,089	0	121,089	10,091	110,998	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	264,636	0	264,636	22,053	242,583	0
46120	11-000-240-6__	Supplies and Materials	38,000	(840)	37,160	0	18,134	19,026
46140	11-000-240-8__	Other Objects	18,000	11,000	29,000	2,125	18,250	8,625
47000	11-000-251-1__	Salaries	313,928	0	313,928	26,577	287,351	0
47040	11-000-251-340	Purchased Technical Services	15,804	0	15,804	0	0	15,804
47100	11-000-251-6__	Supplies and Materials	10,000	304	10,304	0	377	9,927
47180	11-000-251-890	Other Objects	4,500	0	4,500	990	0	3,510
47500	11-000-252-1__	Salaries	90,696	0	90,696	7,558	83,138	0
47540	11-000-252-340	Purchased Technical Services	8,000	0	8,000	3,686	0	4,315
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	33,500	0	33,500	0	0	33,500
47580	11-000-252-6__	Supplies and Materials	60,000	13,168	73,168	0	13,168	60,000
47600	11-000-252-8__	Other Objects	3,500	0	3,500	0	0	3,500
48500	11-000-261-1__	Salaries	96,743	0	96,743	8,062	88,681	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	200,000	65,984	265,984	12,211	118,379	135,394
48540	11-000-261-610	General Supplies	2,500	0	2,500	0	0	2,500
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	940,487	0	940,487	53,639	886,848	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	50,000	6,632	56,632	0	24,902	31,730
49120	11-000-262-490	Other Purchased Property Services	33,000	0	33,000	3,332	29,668	0
49140	11-000-262-520	Insurance	137,250	0	137,250	0	0	137,250
49160	11-000-262-590	Miscellaneous Purchased Services	96,540	0	96,540	4,545	49,995	42,000
49180	11-000-262-610	General Supplies	130,000	6,961	136,961	4,198	9,635	123,128
49200	11-000-262-621	Energy (Natural Gas)	128,500	0	128,500	0	128,500	0
49220	11-000-262-622	Energy (Electricity)	264,200	0	264,200	0	264,200	0
49280	11-000-262-8__	Other Objects	15,600	0	15,600	4,355	7,550	3,695
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	1,275	39,275	0	1,275	38,000

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
50060	11-000-263-610	General Supplies		500	0	500	0	0	500
50080	11-000-263-8__	Other Objects		500	0	500	0	0	500
51020	11-000-266-3__	Purchased Professional and Technical Ser		100,000	0	100,000	0	0	100,000
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		42,772	0	42,772	6,123	32,071	4,578
51060	11-000-266-610	General Supplies		500	0	500	0	0	500
51080	11-000-266-8__	Other Objects		500	0	500	0	0	500
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -		30,485	0	30,485	377	30,108	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		28,756	0	28,756	0	28,756	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		14,000	0	14,000	0	0	14,000
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) -		62,000	0	62,000	0	0	62,000
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr		70,068	0	70,068	600	1,208	68,260
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agree		527,943	0	527,943	0	0	527,943
52440	11-000-270-615	Transportation Supplies		10,000	0	10,000	0	0	10,000
52460	11-000-270-8__	Other objects		1,000	0	1,000	0	0	1,000
71020	11-000-291-220	Social Security Contributions		320,000	0	320,000	15,097	304,903	0
71060	11-000-291-241	Other Retirement Contributions - PERS		283,000	0	283,000	0	276,000	7,000
71140	11-000-291-250	Unemployment Compensation		30,000	(24,578)	5,422	0	0	5,422
71160	11-000-291-260	Workmen's Compensation		150,000	0	150,000	108,217	0	41,783
71180	11-000-291-270	Health Benefits		4,125,353	0	4,125,353	364,784	3,756,441	4,129
71200	11-000-291-280	Tuition Reimbursement		50,000	0	50,000	29,157	13,241	7,602
71220	11-000-291-290	Other Employee Benefits		66,318	(57,709)	8,609	709	7,900	0
75720	12-000-262-73__	Undist. Expend. - Custodial Services		0	16,034	16,034	0	16,034	0
76080	12-000-400-450	Construction Services		60,000	(3,754)	56,246	0	0	56,246
76140	12-000-400-721	Lease Purchase Agreements - Principal		87,048	3,754	90,802	9,425	81,376	1
76200	12-000-400-800	Other Objects		6,858	0	6,858	0	0	6,858
Total				29,778,055	300,263	30,078,318	984,693	23,227,992	5,865,633

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		(\$18,880.32)
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	\$103,852.05	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$103,852.05

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$1,006,240.00	
302	Less revenues	(\$26,199.00)	\$980,041.00

Total assets and resources

\$1,065,012.73

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$18,880.32)
411	Intergovernmental accounts payable - state		\$48,817.12
421	Accounts payable		\$3,511.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$575.91
	Other current liabilities		\$5,868.70

Total liabilities

\$58,772.73

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

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

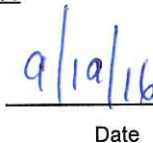
753,754	Reserve for encumbrances			\$170,148.50
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$1,006,240.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$170,148.50)	(\$170,148.50)	\$836,091.50
	Total appropriated			\$1,006,240.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$1,006,240.00
	Total liabilities and fund equity			\$1,065,012.73

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,006,240.00	\$170,148.50	\$836,091.50
Revenues	(\$1,006,240.00)	(\$26,199.00)	(\$980,041.00)
Subtotal	<u>\$0.00</u>	<u>\$143,949.50</u>	<u>(\$143,949.50)</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>\$0.00</u>	<u>\$143,949.50</u>	<u>(\$143,949.50)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$143,949.50</u>	<u>(\$143,949.50)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$143,949.50</u>	<u>(\$143,949.50)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	28,800	(3,720)	25,080	0	Under	25,080
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	291,200	(917)	290,283	26,199	Under	264,084
00830	Total Revenues from Federal Sources	690,700	(1,123)	689,577	0	Under	689,577
Total		1,012,000	(5,760)	1,006,240	26,199		980,041
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	47,340	(6,172)	41,168	0	0	41,168
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,650	(917)	18,733	0	0	18,733
88020	Nonpublic Auxiliary Services	128,800	0	128,800	0	0	128,800
88040	Nonpublic Handicapped Services	102,850	0	102,850	0	0	102,850
88060	Nonpublic Nursing Services	30,950	0	30,950	0	30,950	0
88080	Nonpublic Technology Initiative	8,950	0	8,950	0	0	8,950
88740	Total Federal Projects	672,160	1,329	673,489	0	139,199	534,291
Total		1,012,000	(5,760)	1,006,240	0	170,149	836,092

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	28,800	(3,720)	25,080	0	Under	25,080
00740 20-1___ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765 20-32__ Other Restricted Entitlements	291,200	(917)	290,283	26,199	Under	264,084
00775 20-441[1-6] Title I	142,000	21,888	163,888	0	Under	163,888
00780 20-445[1-5] Title II	36,000	(2,478)	33,522	0	Under	33,522
00785 20-449[1-4] Title III	44,200	297	44,497	0	Under	44,497
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	468,500	(20,830)	447,670	0	Under	447,670
Total	1,012,000	(5,760)	1,006,240	26,199		980,041

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	47,340	(6,172)	41,168	0	0	41,168
84100 20-___-___-___ Local Projects	1,300	0	1,300	0	0	1,300
88000 20-___-___-___ Nonpublic Textbooks	19,650	(917)	18,733	0	0	18,733
88020 20-___-___-___ Nonpublic Auxiliary Services	128,800	0	128,800	0	0	128,800
88040 20-___-___-___ Nonpublic Handicapped Services	102,850	0	102,850	0	0	102,850
88060 20-___-___-___ Nonpublic Nursing Services	30,950	0	30,950	0	30,950	0
88080 20-___-___-___ Nonpublic Technology Initiative	8,950	0	8,950	0	0	8,950
88500 20-___-___-___ Title I	142,000	21,888	163,888	0	116,199	47,690
88520 20-___-___-___ Title II	36,000	(2,622)	33,378	0	23,000	10,378
88540 20-___-___-___ Title III	44,200	3,077	47,277	0	0	47,277
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	449,960	(21,014)	428,946	0	0	428,946
Total	1,012,000	(5,760)	1,006,240	0	170,149	836,092

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$38,457.40
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$1.69)	(\$1.69)

Total assets and resources

\$38,455.71

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		\$38,455.71
	Total liabilities		<u>\$38,455.71</u>

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

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
	Unappropriated:			
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			<u>\$38,455.71</u>

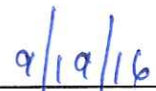
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	(\$1.69)	\$1.69
Subtotal	<u>\$0.00</u>	<u>(\$1.69)</u>	<u>\$1.69</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1.69)</u>	<u>\$1.69</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1.69)</u>	<u>\$1.69</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1.69)</u>	<u>\$1.69</u>

Prepared and submitted by :


Board Secretary

Date


9/19/16

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 30 Capital Projects Fund

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

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	2		(2)
Total	0	0	0	2		(2)

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		\$34,805.24
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$620,896.00

Accounts Receivable:

132	Interfund	\$38,455.71	
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	\$38,455.71

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	\$782,166.00	
302	Less revenues	(\$620,896.00)	\$161,270.00

Total assets and resources

\$855,426.95

Liabilities and Fund Equity

Liabilities:

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

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

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$840,550.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$840,550.00
	Total appropriated			\$840,550.00
Unappropriated:				
770	Fund balance, July 1			\$73,260.95
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$58,384.00)
	Total fund balance			\$855,426.95
	Total liabilities and fund equity			<u>\$855,426.95</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$840,550.00	\$0.00	\$840,550.00
Revenues	(\$782,166.00)	(\$620,896.00)	(\$161,270.00)
Subtotal	<u>\$58,384.00</u>	<u>(\$620,896.00)</u>	<u>\$679,280.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$58,384.00</u>	<u>(\$620,896.00)</u>	<u>\$679,280.00</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$58,384.00</u>	<u>(\$620,896.00)</u>	<u>\$679,280.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$58,384.00</u>	<u>(\$620,896.00)</u>	<u>\$679,280.00</u>

Prepared and submitted by :


Board Secretary

9/19/16
Date

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 40 Debt Service Fund

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

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 40 Debt Service Fund

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

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

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$642,321.22
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	\$952,633.41	
302	Less revenues	(\$27,257.38)	\$925,376.03

Total assets and resources

\$1,567,697.25

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$3,925.03
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$37,606.30
	Other current liabilities		\$0.00

Total liabilities

\$41,531.33

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

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Starting date 7/1/2016 Ending date 7/31/2016 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$264,532.26
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$952,633.41		
602	Less: Expenditures	(\$35,471.10)		
	Less: Encumbrances	(\$264,532.26)	(\$300,003.36)	\$652,630.05
	Total appropriated			\$917,162.31
Unappropriated:				
770	Fund balance, July 1			\$609,003.61
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$1,526,165.92
	Total liabilities and fund equity			\$1,567,697.25

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$952,633.41	\$300,003.36	\$652,630.05
Revenues	(\$952,633.41)	(\$27,257.38)	(\$925,376.03)
Subtotal	<u>\$0.00</u>	<u>\$272,745.98</u>	<u>(\$272,745.98)</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>\$272,745.98</u>	<u>(\$272,745.98)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$272,745.98</u>	<u>(\$272,745.98)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$272,745.98</u>	<u>(\$272,745.98)</u>

Prepared and submitted by :


Board Secretary

Date

9/19/16

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	952,633	952,633	27,257	Under	925,376
Total		0	952,633	952,633	27,257		925,376
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	952,633	952,633	35,471	264,532	652,630
Total		0	952,633	952,633	35,471	264,532	652,630

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	952,633	952,633	27,257	Under	925,376
Total		0	952,633	952,633	27,257		925,376
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999		0	952,633	952,633	35,471	264,532	652,630
Total		0	952,633	952,633	35,471	264,532	652,630

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$93,477.32
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	\$79,914.15	
302	Less revenues	(\$8,680.70)	\$71,233.45

Total assets and resources

\$164,710.77

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$1,730.99
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00

Total liabilities

\$1,730.99

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$79,914.15	
602	Less: Expenditures	(\$419.90)		
	Less: Encumbrances	\$0.00	(\$419.90)	\$79,494.25
	Total appropriated			\$79,494.25
Unappropriated:				
770	Fund balance, July 1			\$83,485.53
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$162,979.78
	Total liabilities and fund equity			\$164,710.77

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$79,914.15	\$419.90	\$79,494.25
Revenues	(\$79,914.15)	(\$8,680.70)	(\$71,233.45)
Subtotal	<u>\$0.00</u>	<u>(\$8,260.80)</u>	<u>\$8,260.80</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>(\$8,260.80)</u>	<u>\$8,260.80</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$8,260.80)</u>	<u>\$8,260.80</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$8,260.80)</u>	<u>\$8,260.80</u>

Prepared and submitted by :


Board Secretary

Date

9/19/16

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		71,886	8,028	79,914	8,681	Under	71,233
Total		71,886	8,028	79,914	8,681		71,233
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		71,886	8,028	79,914	420	0	79,494
Total		71,886	8,028	79,914	420	0	79,494

Starting date 7/1/2016 Ending date 7/31/2016 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	71,886	8,028	79,914	8,681	Under	71,233
Total	71,886	8,028	79,914	8,681		71,233

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	71,886	8,028	79,914	420	0	79,494
Total	71,886	8,028	79,914	420	0	79,494

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

July 31, 2016

	Cash Balance 7/1/2016	Cash Receipts July-16	Cash Disbursements July-16	Cash Balance 7/31/2016
General Fund - 10	2,608,290.93	2,550,986.66	(1,153,499.55)	4,005,778.04
Special Revenue Fund - 20	(244,270.54)	228,217.00	(2,826.78)	(18,880.32)
Capital Projects Fund - 30	38,455.71	1.69	0.00	38,457.40
Debt Service Fund - 40	34,805.24	0.00	0.00	34,805.24
Enterprise Fund - 60	697,680.56	37,603.84	(92,963.18)	642,321.22
Total	3,134,961.90	2,816,809.19	(1,249,289.51)	4,702,481.58
Payroll Account	0.40	205,388.92	(205,388.92)	0.40
Payroll Agency Account	11,728.99	140,137.95	(139,698.26)	12,168.68
Unemployment Account	139,522.13	7,268.35	(29.06)	146,761.42
Summer Escrow Account	51.27	0.00	(37.06)	14.21
Flexible Spending Account	543.06	0.11	0.00	543.17
Grand Total	3,286,807.75	3,169,604.52	(1,594,442.81)	4,861,969.46


ATTACHMENT E

Chief School Administrator

Date

Line	Budget Category	Account	Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4+Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	8,958,938	169,892	9,128,830	912,883	82,187	0.90%	995,070	830,696
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,731,368	48	4,731,416	473,142	(1,100)	-0.02%	472,042	474,242
12160 40580	Skills/Remedial – Instruct., Total Bilingual Education –	11-000-216, 217								
41080	Instruction, Total Undistributed Expend – Speech, OT., Total Undist. Expend. – Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total	11-4XX-X00-XXX	710,525	6,526	717,051	71,705	0	0.00%	71,705	71,705
19160 19620	School-Sponsored Athletics – Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Education, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,732,091	0	2,732,091	273,209	0	0.00%	273,209	273,209
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	1,897,730	0	1,897,730	189,773	0	0.00%	189,773	189,773
41660 42200	Expenditures – Health, Total Undist. Expend. – Guidance, Total	218, 219, 222								
43620	Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv.									
43200 44180	Total Undist. Expend. – Improvement of I, Total Undist. Expend. – Instructional St	11-000-221, 223	212,933	639	213,572	21,357	2,040	0.96%	23,397	19,317
45300	Support Serv. - General Admin	11-000-230-XXX	636,197	1,800	637,997	63,800	0	0.00%	63,800	63,800
46160	Support Serv. - School Admin	11-000-240-XXX	1,154,772	11,000	1,165,772	116,577	(840)	-0.07%	115,737	117,417
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	539,928	13,472	553,400	55,340	0	0.00%	55,340	55,340
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	2,278,092	80,852	2,358,944	235,894	0	0.00%	235,894	235,894
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	746,904	0	746,904	74,690	0	0.00%	74,690	74,690
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	5,024,671	0	5,024,671	502,467	(82,287)	-1.64%	420,180	584,754
72020	Total Undistributed Expenditures – Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		29,624,149	284,229	29,908,378	2,990,838	0	0.00%	2,990,838	2,990,838
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	16,034	16,034	1,603	0	0.00%	1,603	1,603

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 / (from)	7/31/2016	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or -	Data	Col5/Col3	Col4+Col5	Col4-Col5
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	153,906	0	153,906	15,391	0	0	0.00%	15,391	15,391
76320	Capital Reserve - Transfer to Capital Pr	12-000-4XX-931	0	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	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0	0.00%	0	0
76380	Interest Deposit to Capital Reserve	10-604	0	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		153,906	16,034	169,940	16,994	0	0	0.00%	16,994	16,994
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	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	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		29,778,055	300,263	30,078,318	3,007,832	0	0	0.00%	3,007,832	3,007,832



School Business Administrator Signature

9/19/16

Date

Hasbrouck Heights Board of Education									
Transfers									
Jul-16									
					Account Number	Account Description	From	To	Description
11	213	100	610	04	General Supplies		1,200		
11	000	223	500	04	Other Purchased Services			1,200	Professional development for Euclid school staff
11	000	240	610	05	General Supplies		840		
11	000	223	500	05	Other Purchased Services			840	Professional development for Lincoln school staff
11	000	291	250		Unemployment Compensation		24,578		
11	000	291	290		Other Employee Benefits		57,709		
11	190	100	440		Other Purchased Services - Rentals			82,287	Lease for chrome books
11	190	100	610	04	General Supplies		100		
11	230	100	610		General Supplies			100	Teaching supplies for Euclid school basic skills

**Hasbrouck Heights Public Schools
Parent Chaperone Application**

Event Information

Activity: _____ Date: _____

Student's Name: _____ Teacher: _____

School: _____ Date: _____

Chaperone's Information

Name: _____

Address: _____

Phone Number (Home): _____

Phone Number (cell): _____

Related Experience (past chaperone experience, scouting, little league, etc.):

<u>Experience(s)</u>	<u>Date</u>
----------------------	-------------

Have you been under treatment for any mental, nervous, physical condition or disability during the last two years that would impede your ability to chaperone students? _____

If so, explain: _____

Any impairment in sight or hearing? _____ Any other physical impairments? _____

Note: Any medical information given will be kept confidential.

Have you been charged or pending a conviction of a felony in the last two years?

_____ Yes _____ No

If yes, explain: _____

Would you be willing to submit to a drug screening? (paid by the HHBOE)

_____ Yes _____ No

Would you be willing to submit to a criminal history background check? (paid by the HHBOE)

_____ Yes _____ No

I certify that the above information is correct and any falsification of information will eliminate me from any consideration for this event or for any subsequent events.

Your signature below indicates that you have read the field trip policy 6153, and you will comply with the responsibilities as chaperone clearly stated in this policy. Also,

- I will not drink alcohol at any time during the length of the field trip.
- I will not leave the itinerary of this trip at any time.

Date: _____

Signature of Applicant: _____

Principal's Review

Date of Interview: _____

Interviewer: _____

Recommendation:

_____ Yes, I recommend this person to be appointed as a chaperone for the above event.

_____ No, I do not recommend this person to be appointed as a chaperone for the above event.

Attention Principal

Parents must receive written notification of the names of parent chaperones who will accompany the field trip.

Approved: January 26, 2006

Revised: June 18, 2013

Revised (First Reading): August 25, 2016

Revised: (Second Reading): September 22, 2016

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R 2624 GRADING SYSTEM

Elementary School Grades K- Five

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

General Elements of Grading

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

Kindergarten: Grading System

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

*Kindergarten Marking System: Distributed two times per year

- 1 Independent- Meets expectations, able to work independently
- 2 Progressing- Making good decisions
- 3 Developing – Developing confidence and requiring some support
- 4 Needs Strengthening- Has difficulty completing tasks
- X Does not apply at this time

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First through Fifth Grade: Grading System

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

Specific Elements of Grading

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

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

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

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- A balanced and regular schedule of formative and summative assessments including projects, labs, quizzes, tests, reports is required to determine skill proficiency and essential content understanding of core curricula content standards. Teachers should strive to achieve a balance among the types of formative assessments (quizzes, projects, assignments, blogs, drafts, etc.) and summative assessments (tests, reports, performances, culminating activities, portfolio assignments) that best determine students' skill proficiency and essential understanding of content information.
- Teachers at each grade level will work cooperatively to stagger the due dates of formative and summative assessments and assignments including due dates for special projects, reports, and tests.
- No one assessment can count for more than 25% of the assessment portion of the grade.

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

A	100-94
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	65-69
F	55-64 (For first three marking periods)
	<65 (For marking period 4)

Progress reports will be available through GENESIS at the midpoint of each marking period for grades 1-5.

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

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

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Homework will be graded on the following percentage system.

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

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

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

Middle School and High School:

Specific Elements of Grading

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

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

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use at a minimum one of 6 assessments per marking period. Common Assessment will be utilized in all subject areas.
- No one assessment can count for more than 25% of the assessment portion of the grade.

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Procedures

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

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

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

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

Homework will be graded on the following percentage system.

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

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

Numerical Grades

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

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Grading Scale

A+	97-100
A	93-96
A-	90- 92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70- 72
D	65-69
F	55-64 (For first three marking periods) <64 (For marking period 4)

Pass/Fail Grading

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

Incomplete Grades

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

Honor Roll: Criteria

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

High School

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

First Honors: All A's (defined as A+, A, A-)

Second Honors: At least three (3) A's (defined as A+, A, A-) and no grade below a B
(numeric 83 or higher)

Third Honors: At least 3 B's (numeric 83 or higher and no grade below a B-
(numeric 80 or higher)

Middle School

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

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

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

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Determination of Class Rank 9 - 12

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

- Only a student who has enrolled in Hasbrouck Heights High School PRIOR TO OR ON November 1 of that student's grade 9 year will be eligible for consideration as valedictorian, salutatorian, and third honors.
- Effective with the 2013-2014 School Year and thereafter, the three students with the highest GPAs will be designated Valedictorian, Salutatorian, and Third Honors, only after the seventh semester and after the release of seventh semester GPA and percentile rank.
- Effective in School Year 2013-2014 and thereafter, no number ranking (1, 2, 3, 4, etc.) will be provided to students and/or their parents/guardians, or staff members.
- Effective in School Year 2013-2014 and thereafter, rank will only be provided to students and their parents/guardians after the seventh semester at Hasbrouck Heights High School, and rank will only be provided in percentages: 10%, 20%, 30%, etc. to those students and their parents/guardians within those percentages.
- If a college/university requests a number rank, the guidance counselor will provide that number rank to the admissions office only.
- Under no circumstances will a number rank will be provided to any parent/guardian or student who requests that information, either from the Principal or administrator or guidance counselor.
- In determining a transfer student's class rank (a transfer student is defined as a student who enters Hasbrouck Heights High School after November 1 of that student's grade 9 year), only courses defined by the New Jersey Department of Education (NJ DOE) course codes from the student's previous school(s) will be considered for GPA and thus for percentile rank. Transfer students are not eligible for valedictorian, salutatorian, or third honors.

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- Effective with School Year 2013-2014 and thereafter, students are encouraged to take enrichment or advanced summer or online classes, but these classes will not be counted in the GPA of those students and thus will not be counted to the percentile rank. These summer and online courses will be placed on a student's transcript only if the summer or online courses are approved by the NJ DoE.
- Effective with School Year 2013-2014, credit recovery and/or online credit recovery courses will be used for GPA and thus percentile rank only when the credit recovery summer or online course is mandated by the Superintendent, Principal, or his/her designee and is approved by the NJ DoE.

Withdrawing From Courses

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the supervisor/administrator.
2. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. After that time, a grade of "W or W/Fail" will be given for that course.
3. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.
4. If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive credit for the lower level.
5. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course for the entire school year. The grade and credits from test taking skills courses are included in GPA calculations.

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6. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exception could be necessitated for transfer students or with administrative approval.
7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.
8. All students must take at least 7 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 7 with parental permission. Athletic eligibility must be considered before dropping a course.

Scheduling and Program Changes

1. Students register for classes in the Spring using a course selection sheet. These forms are signed off by the student and parent/guardian indicating agreement with the schedule. If a student does not return the form, the schedule will be developed by the counselor.
2. No changes in requests will be considered after June 15 except for a change in the course offerings. After the second full week of school in September, students who want to drop an elective will only be permitted do so upon parents signed approval; noting that the option may be a study hall with a loss of credits.
3. Prior to, and during the first week of school, scheduling errors are resolved. Schedule changes that will be made are for basic skills placement, adjustments for failures, and summer school results.
4. Change of teacher will not be honored.

Weighted Grading Scale (Per Credit)

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

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Quality Points for a Five Credit Course

A+	23.0	25.0	26.5
A	21.5	23.5	25.0
A-	20.0	22.0	23.5
B+	18.0	20.0	21.5
B	16.5	18.5	20.0
B-	15.0	17.0	18.5
C+	13.0	15.0	16.5
C	11.5	13.5	15.0
C-	10.0	12.0	13.5
D	6.5	8.5	10.0
F	0.0	0.0	0.0

Quarterlies - Grades 6 - 12

Common Quarterly assessments are required to be taken by students in grades 6-12 each marking period...

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

Examination Exemptions for Grade 12 Students

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

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

Attain a grade of 90 or higher on the first three quarterlies.

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

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

AP Courses- In lieu of taking a 4th marking period quarterly in June, students may be required to take an AP test at the time approved by College Board. Fourth marking period grades will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.).

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Teacher Procedures

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

Junior English

Exemptions from 4th quarterly in English 11 or English 11 H will be granted for Grade 11 students who score "Advanced Proficient" on the Language Arts section of the Required State Assessment.

- If the scores are not received from the State of New Jersey before the 4th quarterly period, all students will take the final quarterly.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the State Assessment will receive an "A" as their English 11 final exam grade.

Junior Math

Exemptions from 4th quarterly in Math courses will be granted for Grade 11 students who score "Advanced Proficient" on the math section of the Required State Exam.

- If the scores are not received from the State of New Jersey before the 4th quarterly period, all students will take the final quarterly.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the State exam will receive an "A" as their Grade 11 final Math exam grade.

Calculation of Semester 1 and final grades:
Semester 1

First Marking Period Grade 20%
Second Marking Period Grade 20%
~~Quarterly 1 5%~~
~~Quarterly 2 5%~~
Mid-Year Assessment 10%

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Semester 2

Third Marking Period Grade 20%

Fourth Marking Period Grade 20%

~~Quarterly 3 5%~~

~~Quarterly 4 5%~~

Final Assessment 10%

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

Plagiarism

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

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities. Unless authorized by the classroom teacher, no student may use a cell phone during a formative or summative assessment. Use of an unauthorized cell phone or other electronic device (iPod, iPad, etc.) may be construed by the classroom teacher as an act of plagiarism.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.
3. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

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

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

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

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

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

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

Issued: 20 November 2014

Revised: March 26, 2015

Revised (First Reading): September 22, 2016

5530 SUBSTANCE ABUSE

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

A. Definitions

N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

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

B. Discipline

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

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

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

C. Instruction

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

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

D. Reporting, Notification, and Examination

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

1. Alcohol or Other Drugs

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

- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
 - h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.
2. Anabolic Steroids
- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
 - b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
 - c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
 - d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
 - e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
 - f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.

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

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

E. In-Service Training

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

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

F. Parent Training Program/Outreach Program

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

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

G. Records and Confidentiality of Records

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

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

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined

in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

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

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

I. Civil Immunity

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

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

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

J. Reporting Students to Law Enforcement Authorities

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

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

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings

if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) and (b)

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

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

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

Adopted: 20 November 2014
Revised (First Reading): September 22, 2016

5530 SUBSTANCE ABUSE (REGULATION)

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

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

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

First Offense

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

Second Offense

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

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

Refer to the Code of Conduct Policy/Regulation 5600.

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

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

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
 - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
 - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)
 - a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and

either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
 - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
- f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to

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

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
 - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
 - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
 - c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a

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

- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
 - (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
 - (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
 - (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.

- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
 - (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

- (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- 1. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
 - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.
 - (a) The findings of the assessment alone shall not prevent a student from attending school; and
 - (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
 - (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate

endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
 - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
 - c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
 - d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
 - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
 - a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

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

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

- a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
- b. Pursuant to a court order;
- c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
- d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

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

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

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

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

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

Issued: 20 November 2014

Revised (First Reading): September 22, 2016

5350 STUDENT SUICIDE PREVENTION

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

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

A potentially suicidal student shall be referred to the Child Study Team **and/or Counselor** for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the **school Child Study Team** may contact the Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf.

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

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. 6A:9C-3 et seq.

Adopted: 20 November 2014
August 25, 2016
Revised (First Reading): September 22, 2016

5350 STUDENT SUICIDE

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Loss of economic resources.

B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.

2. The Principal shall immediately inform the Child Study Team **and/or Counselor**, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the Department of Children and Families, Division of Child Protection and Permanency in accordance with Policy 8462.
4. If the threat of suicide is immediate and serious, the **assigned Counselor and/or Principal** ~~may appoint teaching staff members and/or Child Study Team members to a suicide intervention team~~, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
 - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
 - b. The student's feelings of hopelessness and the length of time the student has had such feelings,
 - c. The student's thoughts of suicide and how persistent and strong those thoughts are, and
 - d. Whether the student has considered alternative courses of action to resolve his/her problems.
5. After gathering information, the **Child Study Team and/or Counselor** ~~suicide intervention team~~ shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the **Child Study Team and/or Counselor representative** ~~Suicide Intervention Team~~ shall:
 - a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
 - b. ~~Refer the student to the Child Study Team for comprehensive evaluation,~~
 - e.b. Notify the student's parent immediately and strongly recommend consultation with a licensed mental health professional or agency,

- d.c. Request the parent to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.

7. **The Child Study Team and/or Counselor** ~~A member of the Suicide Intervention Team~~ will be appointed to follow up on the student's progress and to determine whether the student's parent has consulted a mental health professional or agency. Follow up reports will be made to the Principal.

8. If the student's parent does not sign the release of information form ~~or does not cooperate in a comprehensive Child Study Team evaluation~~ or does not seek treatment for the student, the Principal shall inform the Department of Children and Families, Division of Child Protection and Permanency.

C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy 8441 and summon medical assistance as appropriate.
3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a student of this district commits suicide.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.
4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.

5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.
6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.
7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.
8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
 - a. Preventing glorification or romanticization of the suicide,
 - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,
 - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and
 - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
9. Students who were close to the victim, and their parent shall be offered special counseling services and notified of available community mental health services.

Issued: 20 November 2014

Revised: August 25, 2016

Revised (First Reading): September 22, 2016