

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604 File Code: 5112
Policy

HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that a parent, guardian, or other person having custody and control of a child has a constitutional right to choose the type and character of education they feel is best suited for their child(ren), be it secular or sectarian. Home schooling is an option and when chosen this option will be carried out in the pupil's home rather than the school.

In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with N.J.S.A. 18A:38-25. The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

The parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child seeks admission to this school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer pupil, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are home schooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of pupils enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code. The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.

A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.

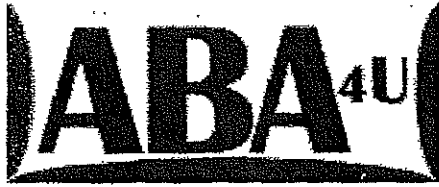
N.J.S.A. 18A:38-25 through 18A:38-31

U.S.C.A. 1401 et seq.

New Jersey Department of Education – Frequently Asked Questions: Home Schooling

First Reading: August 23, 2012

Second Reading: September 20, 2012



SERVICE PROVIDER AGREEMENT 2012 SCHOOL YEAR

TO:

Director of Special Services

FROM:

Service Provider's Name:	ABA 4U NJ
Mailing Address:	4 South Orange Avenue Box 189
City, State & Zip	South Orange, NJ 07079
Phone #	908-686-1505
Fax Phone#	908-686-1506
E-mail:	lrader@aba4unj.com
Fed ID:	45-5576857

This agreement herein for the _____ school year:

RE:

This agreement herein for made by and between ABA 4 U NJ and _____ Public School District to provide:
Description: Applied Behavior Analysis Home Program, Parent Training, and School Aide Training

Type of Service:

1) Applied Behavior Analysis Home Program

Number of Total Hours per week: 10

ABA Therapy 1:1: \$70/hr

Program Coordination: \$90/hr

Supervision by BCBA: \$110/hr

Assessments: \$125/hr

2) Staff Training: Aide

Behavior Consultant: \$100/hr

Signature: _____
(Service Provider's Signature)

Date: _____

Signature: _____
(Board of Education)

Date: _____

Signature: _____
(Business Administrator/Board Secretary)

Date: _____

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Policy

File Code: 3322

PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, "technology" means hardware or software.

For the purpose of this Policy, "privately-owned" means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, "hardware" means any device that can store, access, retrieve, and/or communicate data or information. "Hardware" may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, "software" means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

First Reading: August 23, 2012

Second Reading: September 20, 2012

September 2012 Facilities use permits

FACILITY REQUEST

DATE REQUESTED[illegible]

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Policy

File Code: 1340

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

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

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

First Reading: September 20, 2012

ADVERTISING ON SCHOOL PROPERTY AND SCHOOL BUSES

The Board of Education authorizes the sale of advertising space on the fences of school property (specifically fences on Hitchcock and Depken Fields) and on school buses that are owned or leased by the Board in accordance with the provisions of N.J.S.A. 18A:39-31 and N.J.A.C. 6A:27-7.10, 7.11, and 7.12. The Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., shall apply to any contract or agreement entered into by the Board for the purpose of placing advertisements on school buses or on school property.

All advertisements shall require the prior approval of the Board of Education. The advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board. In the event the advertiser fails to provide service in accordance with the bid specifications and contract for advertisements, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of advertiser's performance bond may result.

The Board of Education reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Fifty percent of the funds generated from the placement of advertisements on the outside of school buses shall be used to offset fuel costs associated with the provision of pupil transportation services and fifty percent shall be used to support any programs or services deemed appropriate by the Board. This is a requirement for funds generated from advertising on school buses, pursuant to N.J.A.C. 6A:27-7.10.

The Board of Education will approve the specifications for advertisements that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other specifications for advertisements the Board deems appropriate. All advertisements on school buses shall be in accordance with New Jersey Motor Vehicle Commission (NJMVC) regulations and shall not prevent the school bus from passing the NJMVC required inspections for school buses.

In accordance with the provisions of N.J.A.C. 6A:27-7.11, the Board will not accept advertisements to be displayed or maintained on school grounds or on school buses if the advertisement or information contained in the advertisement:

1. Is False, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;
3. Promotes unlawful or illegal goods, services, or activities;

4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;
6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Resembles a traffic control device;
8. Declares or implies an endorsement by the Board of Education; or
9. Is political, religious, issue-related, controversial in nature, or not age appropriate.

The Board of Education will not allow advertisements that disseminate, debate, or promote public issues. The Board has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the Board of Education, the school district, or pupils.

The Board of Education shall submit a report to the Commissioner of Education no later than June 30 of each year. The report shall include the number of district-owned school buses upon which advertising has been placed, the length of time the advertisements have been on the school buses; and the total revenue earned by the school district as a result of the advertisements. This mirrors the language of N.J.A.C. 6A:27-7.13.

N.J.S.A. 18A:39-31

N.J.A.C. 6A:27-7.10; 6A:27-7.11; 6A:27-7.12

First Reading: September 20, 2012

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Exhibit

File Code: 1350

REQUEST FOR ADVERTISING

Business

Owner Name: _____

Business Name: _____

Address: _____

Phone Number: _____

Preferred Location of Advertisement:

Hitchcock Field _____

Depken Field _____

District School Buses _____ (Specifications attached)

Duration of Advertisement From _____ to _____

Total Fee _____

Business Owner

Board of Education President

Date

Date

A copy of Board of Education Policy 1350, Advertising on School Property and School Buses, has been provided to the advertiser.

The Board of Education reserves the right to reject any advertising copy.

An executed copy of this form, along with a current New Jersey Business Registration Certificate should be provided to:

*Dina Messery, School Business Administrator
Hasbrouck Heights Board of Education
379 The Boulevard
Hasbrouck Heights, NJ 07604*

Specifications for Advertisements on School Buses, N.J.A.C. 6A:27-7.10

1. Shall be of durable material;
2. Must be a fixed sign that remains the same until removed
 - No fluorescent colors
 - No reflectors
 - No glossy or reflective material
 - No holograms or changeable images.
3. No brackets or hardware shall be applied to hold advertisements.
4. The advertisements shall not extend past the body of the bus so as to allow a handhold or to present a danger to pedestrians.
5. Advertisements shall be adequately maintained to ensure a high level of appeal and structural integrity.
6. Advertisements shall be located on the exterior sides of bus between front and rear wheel wells; below, but not touching the floor level rub rail and above, but not touching the skirt level rub rail.
7. Shall be a minimum of three inches from any required lettering, lamp, wheel well, reflector, or emergency exit location.
8. Advertisements shall not be place on or interfere with the operation of any door, emergency exit, window, lamp, reflector, vent, accessory or other device.

First Reading: September 20, 2012

HASBROUCK HEIGHTS BOARD OF EDUCATION

Hasbrouck Heights, New Jersey 07604

File Code: 5136

Exhibit

ATTACHMENT H

~~Highlighted areas to be removed;~~ **Bolded areas to be added**

HASBROUCK HEIGHTS SCHOOL DISTRICT
FUND RAISER/FIELD TRIP/ACTIVITY/PROGRAM REPORT

PROGRAM

SPONSOR: _____

SCHOOL: _____

PHONE#: _____

What is the program/event?

Who will be participating in the program/event: (ie: grade levels, number of students, etc.)

Grade Level: _____ Number of Students: _____

~~How does it work?~~ **Description:**

~~When will it take place?~~ Day of the week: _____ Date: _____ Time: _____

~~Where will it take place?~~ **Location:** Site: _____ City: _____ State: _____

What is the purpose of the activity/program?

Who will supervise/chaperone the activity/program? (Overnight field trip requires presence of medical personnel.)

~~Has this activity/program been done before?~~ (Explain)

~~Is there any cost to the district?~~ **Cost to District/Cost to Student:**

Other constraints that have to be addressed. Attach a complete explanation on separate sheet.

Supervisor's Approval: _____ Date: _____

Principal's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

- ❖ **School Sponsored Events:** All money collected must follow the procedures on the attached form **be deposited in the student activity fund** and be deposited to the building principal NO LATER THAN 48 HOURS following the event (excluding days that the schools are closed).
- ❖ **School Sponsored Activities Conducted During Summer Vacation:** Money collected must be deposited at the Business Office no later than 48 hours after the event.

Note: Superintendent's approval is necessary prior to commencement of activity. Attach any brochures or other pertinent information. All fundraisers and out-of-state trips/activities require Board of Education approval. Therefore, such events/trips/activities can not be attended before securing BOE approval.

Activity: _____

Sponsor: _____

Date of Activity: _____

Number of Participants: _____

Upon completion of the program, please complete and return to the building principal.

Evaluation of the Program

_____ Worthwhile Program, recommend future participation

_____ Do not recommend future participation (Explanation)

Sponsor Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Approved: November 19, 2009
Revised (First Reading): August 23, 2012
Revised (Second Reading): September 20, 2012

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Policy

File Code: 6153

Bold area to be added.

FIELD TRIPS

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

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. The principal of the building must make sure that all field trips are connected with instructional objectives. Since field trips provide first-hand educational experiences and are connected with instructional objectives, field trips must be integrated into the curricula of a course or subject. Therefore, since clubs or extracurricular activities are not curriculum-based, a field trip associated with a club or extracurricular activity should be scheduled after the school day has ended, subject to the superintendent's approval.

The board shall approve all overnight field trips. The superintendent shall approve all other field trips. No field trip shall be approved unless it contributes to the achievement of specified instructional objectives. All overnight trips must have medical personnel on premises otherwise a nurse approved by the Board of Education must be in attendance.

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

- A. All trips, and the arrangements for them, must have advance approval.
- B. Costs must be ascertained. With the knowledge of the principal, teachers are responsible for the record-keeping and the collection of the fees associated with field trips for which they have received approval.
- C. Each child who goes on a field trip or excursion must have written parent/guardian permission.
- D. Pupil safety must be of prime concern. The principal must take responsibility for establishing the security plan for the trip with the lead teacher and administrator who will be participating. A detailed security plan must be reviewed by the principal and submitted to the superintendent. While the lead teacher should recruit other staff members from the district, other adults may participate on the trip for the sole purpose of acting as chaperones. No adult may be involved in the trip without supervision responsibilities.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
- F. Each field trip should be evaluated by pupils, teachers, and the administration. Field trips that are designated "class trips" should be equally available to all members of that grade level, of course following the guidelines specified in this policy.
- G. The person who signs the application must be a full-time teacher or administrator going on the trip. This person will be known as the trip leader and is responsible for planning and conducting the trip, and for implementing a security plan. For overnight field trips, the lead teacher must submit to the principal a security plan that must be prepared prior to the commencement of the trip. This security plan must describe manner of bed checks and must include emergency contact information detailing the itinerary (hotels, destinations, transportation company information, etc.), for administrators, SRO, and parents. The security plan must include maps/emergency contact information for students who may become separated from the group. The security plan must detail responsibilities of the chaperones (including assigning students to specific adults for the length of the overnight trip) at all times.

As per Policy and Regulation 5145.12 Search and Seizure, the trip leader, lead teacher, or administrator has the right to inspect luggage or any bag of any student for reasons that might put the safety and security of student or students in jeopardy. As per Policy and Regulation 5145.12 "A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

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

H. A list of all participants attending the trip (teachers, students, chaperones, nurse) must be submitted before the trip is approved. No adult may attend the trip unless he/she is a chaperone. Chaperones should be required to sign a document that details their responsibilities for the length of the trip and for which they will be held accountable. The responsibilities of the chaperones are also connected with the security plan.

Parents/guardians shall be asked to bear all expenses. No pupil is to be denied the right to participate because of inability to pay. Students may participate in fundraising opportunities. A payment plan will be offered to parents/guardians who have difficulty meeting the financial obligation of a class trip at one time.

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

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

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

ALL HIGH SCHOOL AND MIDDLE SCHOOL FIELD TRIPS:

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

1. Disruption to educational process or the orderly management of the school.
2. Any and all violations of the regulation regarding smoking.
3. Leaving the school building or property without proper permission.
4. Fighting
5. Theft.
6. Vandalism.
7. Insubordination.
8. Throwing Objects.
9. Profanity, Vulgarity of Obscene Gestures/Acts.
10. Cutting, Truancy and Excessive Tardiness.

11. Refusal to attend Administrative Detention
12. Possession and/or use of illegal substance(s) or items.
13. Defamation of a cultural, racial or religious group.
14. Harassment/Bullying.
15. Endangering the welfare of others. Includes threats to others.

The above listed violations will receive consequences and removal from all field trips based on:

Three (3) Disciplinary Referrals.

Two (2) Saturday school detentions.

One (1) Out of school suspensions.

Date: May 22, 1990

Revised: August 28, 2003

Revised: June 19, 2008

Revised: October 21, 2010

Revised: May 24, 2012

Revised (First Reading): August 23, 2012

Revised (Second Reading): September 20, 2012

File Code: 6153

FIELD TRIPS (continued)

Legal References: N.J.S.A. 18A:25-2 Authority over pupils
 N.J.S.A. 18A:36-23 Field trips; costs to be borne by parents or guardians
 N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in
 private vehicle with capacity of eight or less; authorization of qualified school
 personnel, state employees or parents
 N.J.A.C. 6:21 Pupil transportation

See particularly: N.J.A.C. 6:21-1.1, -3.1(b), -7.2

Cross References:

1210 Community Organizations
1230 Other school-connected organizations--PTA
3450 Money in school buildings
3541.31 Privately owned vehicles
5020 Role of parents/guardians
5136 Fund-raising activities
5141.21 Administering medication
6145 Extracurricular activities
6154 Homework/makeup work