

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING NOVEMBER 7, 2011

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, November 7, 2011 at 7:19 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on May 9, 2011.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Patricia Venezia

Present: Mr. Anthony Delia, Mr. Steven Friedman, Mr. Brian Kass, Mr. Scott Samansky, Mrs. Jacqueline Shanes, Mr. Scott Silverstein, Mr. Steve Wolcott, Mrs. Patricia Venezia,

Absent: Mr. Irwin Sablosky,

Also Present:

Mr. Michael Davino, Superintendent

Mr. Matthew Clarke, Business Administrator/Board Secretary

Mrs. Ellyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:20 PM– 7:42 PM)

Moved by Mr. Silverstein, seconded by Mr. Delia, to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:

RESOLUTION:

“WHEREAS the Board of Education must discuss subjects concerning matters of Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

Closed Conference Items

1. Student Hearing
2. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE TO REGULAR SESSION

Moved by Mr. Silverstein, seconded by Mrs. Shanes, approval to reconvene to the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

- a. Gaudineer will be presenting *Alice in Wonderland, Jr.* on December 2nd and 3rd at 7:30 in Halsey Hall at Dayton.
- b. Memo from State of NJ regarding *NJ First Act* which requires all new employees to reside in the state of NJ as of September 1, 2011. If hired and not residing, the employee has 1 year from date of hire to move into the state. Employees hired prior to September 1st are grandfathered as long as they remain continuously employed.
- c. The 2012 NSBA Conference will be held in Boston, MA. Registration is now open.
- d. The Garden State Coalition of Schools eNet communications of October 20th, 26th and November 7th were provided to the Board members.
- e. The Sodexo Magna Award applications is due by November 11th.
- f. A HIB workshop will be presented by NJSBA on November 9th at 6:30 PM, at the Passaic County Public Safety Academy.

6. MINUTES

Moved by Mr. Silverstein, and seconded by Mr. Friedman, to approve the following minutes:

Executive Meeting	- October 17, 2011
Regular Meeting	- October 17, 2011

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

7. SUPERINTENDENT'S REPORT

Moved by Mr. Silverstein, seconded by Mrs. Shanes, to accept and approve the Superintendent's Report as presented.

Mr. Davino reviewed the following items:

1. District Goals and Objectives for 2011-2012 were presented
Matthew Clarke
Ellyn Atherton
Sharon Nagy-Johnson
Leslie Vaccarino
2. The ASK test scores from 2010-2011 were reviewed
3. HIB report
4. Building Usage Request
5. Fund Raiser Request
6. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. FIRST PUBLIC SESSION (9:30 PM)

The public had no comments or suggestions regarding the agenda.

9. BOARD SECRETARY'S REPORT

Moved by Mr. Kass, seconded by Mrs. Shanes, to approve the Board Secretary's Report dated July 31, 2011 and August 31, 2011 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. TREASURER'S REPORT

Moved by Mr. Kass, seconded by Mrs. Shanes, to approve the Treasurer's Report dated July 31, 2011 and August 31, 2011 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. TRANSFERS

Moved by Mr. Kass, seconded by Mrs. Shanes, move the approval of the transfer of funds from and to the following line item accounts as designated.
(Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. LEGAL CERTIFICATION

Moved by Mr. Kass, seconded by Mrs. Shanes, Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of July 31, 2010 and August 31, 2010 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. PERSONNEL APPOINTMENTS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. PROFESSIONAL DEVELOPMENT TRAVEL

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements on the attachment. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. STUDENT TEACHERS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, to approve the attached list of Student Teachers for the 2011 – 2012 school year. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. TUITION GRANTS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. OVERNIGHT FIELD TRIP

Moved by Mrs. Venezia, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the following overnight field trip –

- JDHS – JSA Fall Convention – Parsippany, NJ (December 3 – December 4, 2011)
- FMG – 8th Grade Class – Washington, DC (May 17 – May 18, 2012)

Yeas: Unanimous by all Members present.

MOTION CARRIED

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

19. COMPREHENSIVE MAINTENANCE PLAN

Moved by Mr. Delia, seconded by Mr. Samansky, approval to authorize the Business Administrator/Board Secretary to submit the attached Resolution for Submission of the Comprehensive Maintenance Plan for the Springfield School District in compliance with the State Department of Education requirements for the period of 2001-2011. (Attachment G)

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. POLICY FIRST READING

Moved by Mr. Silverstein, seconded by Mr. Samansky, to approve the first reading of the following policies (Attachment H):

Policy #1310	- NCLB Title I Parent Involvement
Policy #3221	- Reimbursement of Federal and Other Grant Expenditures
Policy #5131.6	- Drugs, Alcohol, Tobacco
Policy #5141.21	- Administering Medication
Policy #6141.4	- Independent Study

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. SECOND PUBLIC SESSION (9:34-10:08 PM)

The following members of the public had questions or concerns regarding future Halloween activities and election day:

Vicki Morrocco	Louis Schorenstein
Stacy Rosenstock	

22. NEW BUSINESS

1. The next PTA meeting at TLS is November 15th at 1:45 PM.
2. The Walton PTA will meet at 9:00AM on November 16th.
3. Boys Varsity Soccer won in the quarterfinal against New Providence and will face Glen Ridge in the semifinal on Wednesday.
4. Te Bulldog auction is Wednesday, November 16th. There are still tables available for the Bulldog Auction.
5. Reminder to all present, get out and vote tomorrow, Election Day.
6. The Dayton fall production of *The Diary of Anne Frank* is November 18th and 19th at 7:30 in Halsey Hall at Dayton.

23. OLD BUSINESS

1. Mr. Davino provided 2 documents to the Board for informational purposes:
 - a. The agenda for professional development scheduled for tomorrow
 - b. Jamie Vollmer's (Author, Speaker, Consultant) "blueberries" and "the great conversation" presentations, which will be shown tomorrow during Staff Professional Development.

DRAFT COPY SUBJECT TO REVISIONS BY BOARD

24. RESOLUTION INVOLVING STUDENT #1103

Moved by Mrs. Shanes, seconded by Mr. Wolcott,

WHEREAS, the Superintendent of Schools has referred student **1103** to this Board for a hearing so that said student may be suspended from school for an extended period of time or expelled; and

WHEREAS, said student has been suspended since September 27, 2011, pursuant to law; and

WHEREAS, this recommendation is made based upon **1103** willfully causing, or attempting to cause, substantial damage to school property; conduct of such character as to constitute a continuing danger to the physical well-being of other pupils, N.J.S.A. 18A: 37-2c, and possession of a firearm on school property, N.J.S.A. 18A:37-8; and

WHEREAS, the Board has provided the student and his parents with the requisite due process in connection with these proceedings; and

WHEREAS, the Board has reviewed carefully all information provided by all parties in its executive session,

NOW THEREFORE BE IT RESOLVED THAT the suspension of student **1103** be and hereby continue through September 26, 2012, during which time this student is to be provided with an educational program as required by State and Federal law; and

BE IT FURTHER RESOLVED THAT **1103** may apply to the Superintendent of Schools for readmission on November 9, 2011, subject to reasonable conditions to be required by the Superintendent of Schools.

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. ADJOURNMENT (10:25 PM)

Moved by Mr. Kass, seconded by Mr. Silverstein, to adjourn the meeting at 10:25 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – November 15, 2010 at 7:30 PM in the IMC at JDHS
2. Regular Meeting – December 8, 2010 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION
LINE ITEM TRANSFERS
OCTOBER 2011

Attachment (A)

From Account	To Account	Amount
110001005629811 Tuition Sp Ed Other Dist	110001005669811 Tuition Sp Ed Private	\$195,000.00
110002912709703 Health Benefits	110001005669811 Tuition Sp Ed Private	\$100,000.00
110002133007011 Special Ed Therapy	110001005669811 Tuition Sp Ed Private	\$35,000.00
110002516000503 Business Off Supplies	110002518900703 Business Off Dues	\$10.00
110002626109315 Technology Supplies	110002624209315 Technology Maintenance	\$100,000.00
110002912609703 Insurance Workers Comp	110002625209703 Insurance Property	\$25,000.00
110002912609703 Insurance Workers Comp	110002705939603 Insurance Pupil Trans	\$1,050.00
111901006100003 District Supplies	134221006104004 Summer Sch Supplies	\$2,475.00

**Springfield Public Schools
Personnel**

Attachment (B)

Last Name <i>Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Pastine	Kimberly	Special Ed 6th period	JDHS	----	\$4,165.68	----	2 days/full year	9/1/11-6/30/12
Kuszmerski	Jennifer	English Teacher	JDHS	----	----	----	Leave	1/30/12-6/30/12
Goerge	Joseph	Weight Room Supervisor	JDHS	----	25.13/hr		up to 9 hrs per week	12/1/11-16/30/12
Rousso	Regine	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/11-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Schmidt	Elizabeth	Substitute Teacher	District	----	****	new	----	10/18/11-6/30/12
Pastine	Kimberly	Home Instructor	District	----	****	new	----	9/1/11-6/30/12
Powers	Mary Ellen	Home Instructor	District	----	****	new	----	9/1/11-6/30/12
Cladek	Elaine	Substitute Teacher	District	----	****	New	----	11/8/11-6/30/12
D'Ecclessis	Lindsay	Substitute Teacher & Aide	District	----	****	Renewal	----	11/8/11-6/30/12
McGowan	Thomas	Substitute Custodian	District	----	****	New	----	11/8/11-6/30/12
Monaco	Francesca	Substitute Aide	District	----	****	New	----	11/8/11-6/30/12
Artavia	Bernardita	Substitute Aide	District	----	****	New	----	11/8/11-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Non-Certificated</i>								
Saladino	Wendy	Head Softball Coach	JDHS	----	----	----	resignation	October 24, 2011
Kozyra-Halawa	Caroline	Instructional Aide	District	----	*	New	up to 29.75 hours	11/8/11-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Before and After School Program/Childcare</i>								
Paoella	Janene	Sub Childcare Provider	District	----	22.00/hr	----	----	11/8/11-6/30/12
Cladek	Elaine	Childcare Provider	District	----	22.00/hr	----	----	11/8/11-6/30/12
Del Franco	Jennifer	Childcare Provider	District	----	22.00/hr	----	----	11/8/11-6/30/12
Magee	Joan	Sub Childcare Provider	District	----	22.00/hr	----	----	11/8/11-6/30/12
Genovese	Donna	Group Aide	District	----	14.30/hr	----	----	11/8/11-6/30/12

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2011 - June 30, 2013)

**** Special Salaries, Compensation and Fees 2011- 2012

Attachment (C)

Springfield Board of Education Regular Meeting November 7, 2011

**Special Education Request
Related Services/OOD Placements**

Attachment (D)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Mr. and Mrs. Ferro Springfield	Transportation	\$50/Day	Per IEP	2011 - 12 SY	
Gingerbred Kidz, LLC East Hanover, NJ 07936	Neurodevelopmental Evaluations	\$375/Eval	Per IEP	2011 - 12 SY	
Trinitas Healthcare Corporation Springfield, NJ	Occupational Therapy	\$81/Hr.	Per IEP	2011 - 12 SY	

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Celebrate the Children Wharton, NJ	1919	59,175.00	2011 - 12 SY	Change in school name
UCESC (Lamberts Mill Academy) Westfield, NJ	0101	47,206.00	2011 - 12 SY	New Placement

Student Teachers/Internships

2011-2012 School Year

Student Teacher:	Jeremy Barnes
College/University:	Fairleigh Dickinson University
Assigned to:	Caldwell School
Assignment Date:	January 23 – May 4, 2012
Cooperating Counselor:	J. Orr & C. Heron

**TUITION GRANT RESUBMISSIONS
SUMMER/FALL 2011**

Substitute(s) Courses for Previously Approved Courses

<u>Name</u>	<u>Substitute Course(s)</u>	<u>Level</u>
Christine Alamorian	Encouraging Skillful, Critical and Creative Thinking	Graduate
Janet Gray	Strategies for Inclusion and Disability Awareness	Graduate
Katherine Stevenson	Encouraging Skillful, Critical and Creative Thinking	Graduate

**TUITION GRANTS
Spring 2012**

Attachment (F)

Christine Alamorian	Cooperative Discipline	Graduate
	Skills & Strategies for Inclusion And Disability Awareness	Graduate
	Styles of Teaching Personality Types in Classroom	Graduate
Bonnie Borton	Intermediate Spanish II	Graduate
	Conversational Spanish I	Graduate
Judy Cariani	Research Methods in Counseling	Graduate
	Internship in Counseling I	Graduate
Marnie Cunningham	Practicum Counselor Supervision	Graduate
Joseph David	Politics and government of NJ	Graduate
	Holocaust in Literature and Film	Graduate
Sandra Diez	Phonetics & Phonology	Graduate
Leonard Gabriel	Van Gogh Close Up	UnderGrad
	Artist Book Digital Tools	UnderGrad
	Printmaking	Graduate
Robyn Goerge	Teaching Teens & Tweens for Optimal Learning	Graduate
	Increasing Student Responsibility And Self-Discipline in Learning Communities	Graduate
Janet Gray	Styles of Teaching: Personality Type In the Classroom	Graduate
	Motivation: The Art and the Science Of Inspiring Classroom Success	Graduate

TUITION GRANTS**Spring 2012**

		Attachment (F)
Anthony Hadzimichalis	Advanced Leadership Dissertation Research	Graduate Graduate
Kimberly Levering Connolly	Technology Facilitator: Issues and Challenges Using Integrated Software Across Curriculum	Graduate Graduate
Jessica Orr	Intro to Special Education	Graduate
Katherine Stevenson	Cooperative Discipline Skills & Strategies for Inclusion And Disability Awareness Styles of Teaching Personality Types in Classroom	Graduate Graduate Graduate

Springfield Board of Education

Resolution

Submission of Comprehensive Maintenance Plan

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Springfield School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep their system warranties valid,

Now Therefore Be It Resolved, that the Springfield School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Springfield School District in compliance with Department of Education requirements.



\$	143.00
e	
eldschools.com	

Max. Maintenance Reserve Amount (4% of column D)	\$ 2,493,371
Current District Maintenance Reserve Amount	\$ -
Matthew A. Clarke	Date 11/7/11

Print _____ **Matthew A. Clarke**

Sign _____

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NO CHILD LEFT BEHIND TITLE I PARENTAL INVOLVEMENT

This policy is being adopted in order to:

1. Support and secure an effective partnership among parents*, legal guardians, schools and the community;
2. Provide students with a school environment that encourages high student academic achievement; and
3. Comply with the No Child Left Behind Act (NCLB) Title I requirements regarding the establishment of a parental involvement policy.

I. Definitions

“Parental Involvement” – The term parental involvement means participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including that parents play an integral role in assisting their child’s learning, that parents are encouraged to be actively involved in their child’s education, that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

II. General Expectations

The board of education believes that parental involvement is important to the establishment of an educational environment that encourages high student academic achievement. Parents of students have a unique opportunity for parent involvement through active participation in and support of School Leadership Committee and Parent Advisory Councils in schools. Springfield Public Schools agrees to implement the following statutory requirements:

- A. Place into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and participating children.

*For the duration of this policy, parental/parents shall also refer to legal guardianship/legal guardians.

- B. Consistent with section 1118, Springfield Public Schools, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirement of section 1118(b) of the ESEA, and each include as a component, a school-parent compact consistent with section 1118(d) of ESEA.
- C. Springfield Public Schools will incorporate this district-wide parental involvement policy into its educational plan.
- D. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Springfield Public Schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including

providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

- E. If the district plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Springfield Public Schools will submit any parent(s) comments along with the plan when the school district submits the plan to the NJ Department of Education.
- F. Springfield Public Schools will involve the parents of children service in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- G. Springfield Public Schools will inform parents and parental organizations that the state maintains a Parental Information and Resource Center to support parents in the education of their children. The contact information for this organization is as follows:

NJ Parent Information and Resource Center
103 Church Street, Suite 200
New Brunswick, NJ 08901

Milady Murillo
PIRC Program Coordinator
732 246 8060 ext. 110

III. Implementation Activities

- A. *District-Wide Title I Parent Involvement Plan:* Springfield Public Schools will jointly develop a district-wide parental involvement plan with parents by meeting regularly with a cross-section of parents, including, but not limited to, representatives of NCLB Title I parents and Local School Council Advisory Board. The representatives will be encouraged to take information back to their respective members for input.
- B. *School Review and Improvement:* Springfield Public Schools will continue to encourage School Leadership Committees which consists of parents, community members, teachers, division heads and high school students, to closely follow their state-mandated responsibility of:
 - 1. approving school improvement plans
 - 2. monitoring school improvement plans; and
 - 3. sharing and informing other parents and community members of the progress or lack of progress of the school improvement plans.
- C. *School Parent Involvement Activities to Increase Student Achievement:* Springfield Public Schools will continue to provide the necessary coordination, technical assistance and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance by helping schools to complete:

1. an inventory of present practice;
2. a three-year outline of broad goals that show how the school's partnership programs with parents and the community will grow over time; and
3. a one-year action plan specifying how parents can help support the school improvement plan and increase student achievement.

D. *Integration of Parent Involvement Strategies:* Springfield Public Schools will continue to integrate parental involvement strategies in Title I, Part A schools with parental involvement strategies from other parental involvement programs such as: No Child left behind and School Leadership Committees.

E. *Evaluation:* Springfield Public Schools will take the following actions to ensure that an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools, with the involvement of parents, is conducted. Springfield Public Schools will ensure that an inventory of centralized present practices of parent involvement is conducted, with the input of parents; in addition Springfield Public Schools will encourage Title I, Part A schools to conduct an inventory of present practices. Title I, Part A schools, with the input of parents, will also be given an evaluation tool to self evaluate the effectiveness of their school-family-community partnership programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, homeless, disabled, have limited English proficiency, limited literacy or are of any racial or ethnic minority background.)

Springfield Public Schools will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise its parental involvement policy (with the involvement of parents), if necessary.

F. *Building capacity for Parental Involvement:* Springfield Public Schools will continue its current efforts to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the Title I part A schools, parents and the community to improve student academic achievement, through the following activities specifically described below:

1. Springfield Public Schools will continue to provide assistance to parents of children served by the school district in understanding topics such as the following through an undertaking of the following actions:
 - a. Conducting classes or providing information on the following:
 - i. the state's academic content standard;
 - ii. the state's student academic achievement standards;
 - iii. the state and local academic assessments including alternate assessments;
 - iv. the requirements of Title I, part A;
 - v. how to monitor their child's progress and their school's adequate yearly progress (AYP); and
 - vi. how to work with educators.

- b. To the extent feasible, conducting conferences that offer tools to parents that will lead to student success.
- 2. Springfield Public Schools will continue to encourage schools to provide materials and training to help parents work with their children to improve their children's academic achievement, to foster parental involvement by aligning the Springfield Public Schools parent involvement program with No Child left behind requirements and by strongly linking the program to student achievement. Specifically, Springfield Public Schools will continue to offer training or other information to parents on the following:
 - a. Ways to help families establish home environments that support children as students.
 - b. Information and ideas for families about how to help students at home with homework and other curriculum-related activities, decisions and planning.
 - c. How to design effective forms of school-to-home and home-to-school communications about school programs and children's progress.
- 3. Springfield Public Schools with the assistance of its schools and parents, will continue to provide staff development to its teachers, pupil services personnel, division heads and other staff on how to reach out to, communicate with, and work with parents as full and equal partners; the value and utility of the contribution of parents; and how to implement and coordinate parent programs and build ties between parents and schools, by conducting professional development classes and working with schools to implement parent and community partnership programs.
- 4. Springfield Public Schools will encourage schools to take actions to ensure that information related to the school and parent programs, meetings and other activities is sent to the parents of participating children in an understandable and uniform format, including alternate formats upon request and, to the extent practicable, in a language the parents can understand.

IV. District-Wide Parental Involvement Policy Components

In order to build parents' capacity for involvement in the schools and to support their children's academic achievement, Springfield Public Schools will continue its effort to:

- A. maximize parental involvement and participation in their children's education;
- B. encourage school meetings to be held at a variety of times;
- C. adopt and implement model approaches to improve parental involvement; and
- D. develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities, and find ways to identify and integrate resources and services from the community to strengthen school programs, family practices and student learning and development.

V. Adoption

The concepts in the District-Wide Title I Parental Involvement Policy have been developed jointly with, and agreed on by, parents of children participating in Title I, Part A programs. The required parental involvement activities will be implemented to the extent of one No Child Left Behind fund. The school district will make this policy available for parents of participating Title I, Part A children on its adoption.

Legal References: N.J.S.A. 18A:35-22

Notice to parents of child's enrollment; parental involvement

N.J.A.C. 6A:32-14.1

Review of mandated program services

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

References:	1000/1010	Concepts and Roles in Community Relations; Goals and Objectives
	1100	Communications with the Public
	1200	Participation by the Public
	2254	School Based Improvement Plan/School Based Team
	5020	Role of Parents/Guardians
	6147	Standards of Proficiency
	6171.3	At Risk and Title I

Approved: October 18, 2010

Revised:

SCHOOL-PARENT COMPACT
Springfield Public Schools
Florence M. Gaudineer Middle School
2011/2012 School Year

It is important that families and schools work together to help students achieve high academic standards. The following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

School Responsibilities

The Florence M. Gaudineer Middle School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Teach classes through interesting and challenging lessons that promote student achievement.
 - Endeavor to motivate my students to learn.
 - Have high expectations, and help every child to develop a love of learning.
 - Communicate regularly with families about student progress.
 - Provide a warm, safe, and caring learning environment.
 - Provide meaningful, assignments to reinforce and extend learning
 - Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
 - Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families and that help each student achieve the school's high academic standards.
 - Respect the school, students, staff, and families.
2. Hold parent-teacher conferences as needed during which this compact will be discussed as it relates to the individual child's achievement. Parents may contact his//her child's guidance counselor at any time to arrange a conference.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Report Cards

November 23, February 8, April 24, June 21

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Continual updates on student progress may be obtained by accessing to PowerGrade, which will give information on your son/daughter's progress in each subject area.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received through email or the school listserv and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Come to school ready to learn and work hard.
- Bring necessary materials, complete class work and participate in daily class activities.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff, and families.
- Do my homework every day and ask for help when I need to. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

PLEASE RETURN SIGNED TO YOUR SCHOOL OFFICE BY _____

Student (Print Name) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian _____

SCHOOL-PARENT COMPACT
Springfield Public Schools
Jonathan Dayton High School
2011/2012 School Year

It is important that families and schools work together to help students achieve high academic standards. The following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

School Responsibilities

The Jonathan Dayton High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Teach classes through interesting and challenging lessons that promote student achievement.
 - Endeavor to motivate my students to learn.
 - Have high expectations, and help every child to develop a love of learning.
 - Communicate regularly with families about student progress.
 - Provide a warm, safe, and caring learning environment.
 - Provide meaningful, assignments to reinforce and extend learning
 - Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
 - Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families and that help each student achieve the school's high academic standards.
 - Respect the school, students, staff, and families.
2. Hold parent-teacher conferences as needed during which this compact will be discussed as it relates to the individual child's achievement. Parents may contact his//her child's guidance counselor at any time to arrange a conference.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Report Cards

November 23, February 8, April 24, June 21

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Continual updates on student progress may be obtained by accessing to PowerGrade, which will give information on your son/daughter's progress in each subject area.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received through email or the school listserv and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Come to school ready to learn and work hard.
- Bring necessary materials, complete class work and participate in daily class activities.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff, and families.
- Do my homework every day and ask for help when I need to. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

PLEASE RETURN SIGNED TO YOUR SCHOOL OFFICE BY _____

Student (Print Name) _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian _____ Date _____

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their sub-grantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006 shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Reimbursement requests shall be made for individual titles and awards and only one reimbursement request per month may be submitted for an individual title or award. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for

approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.

A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the sub-grant's cost objectives.

The NJDOE staff will review reimbursement requests to determine they meet the sub-grant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the sub-grant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the CMIA.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures - July 2008

Adopted:

Regulation:

Regulation No. 3221 - REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The State of New Jersey and school districts must assure certain Federal and other grant funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government. In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures outlined in this Regulation are to be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006 shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

A. Definitions

1. "Cost objective" means a function, organizational subdivision, contract, grant, or other activity for which cost data are needed and for which costs are incurred.
2. "Grant" means an award of financial assistance by the Federal government to the State of New Jersey, Department of Education or funds NJDOE receives from the State legislature to be awarded to eligible sub-grantees.
3. "Grantee" means the State of New Jersey, Department of Education, to which a grant is awarded by the Federal government.
4. "Sub-grant" means an award of financial assistance to an eligible subgrantee, in this case, awards by the State of New Jersey, Department of Education to local education agencies or other eligible entities.
5. "Sub-grantee" means the local education agency, school district, or other legal entity to which a sub-grant is awarded and which is accountable to the State of New Jersey, Department of Education for the use of funds provided.

B. Procedures

1. **Functionality**
 - a. The School Business Administrator/Board Secretary or designee will submit reimbursement requests using the payment functionality of the EWEG system.
 - b. The payment functionality will be enabled upon final NJDOE approval of the sub-grant application through the EWEG system.

2. Submission of Reimbursement Requests

a. The School Business Administrator/Board Secretary or designee will make reimbursement requests for individual titles and awards. Therefore, reimbursement requests for NCLB will be made for each individual title. Reimbursement requests for IDEA must be made separately for Basic and Preschool as well as for the Perkins Secondary and Perkins Post-Secondary grant funds. Only one reimbursement request per month may be submitted for an individual title or award.

b. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made. The following examples are based upon the schedule in Section C. below.

(1) The school district has ordered and received supplies and has paid the vendor. The school district may request reimbursement.

(2) The school district has ordered and received equipment but has not yet paid the vendor. The school district expects payment to be made on the last day of the month, following the monthly Board meeting. The school district may request reimbursement.

(3) The school district makes salary payments on the fifteenth and last day of each month. In a given month, the school district may request reimbursement for payroll expenditures actually made during the month and for the payroll scheduled for the last day of the month. The school district may not request reimbursement in anticipation of subsequent pay dates in the following month.

(4) The school district is responsible for payment of health benefits to its provider on a quarterly basis. The sub-grantee may request reimbursement prospectively if payment to the provider will be made during the calendar month in which reimbursement is requested.

(5) The school district is responsible for reimbursing the State of New Jersey for pension and social security payments made on behalf of employees paid with Federal funds. For members of the Teachers' Pension and Annuity Fund (TPAF), school districts shall reimburse the State no later than November. The request for reimbursement for pension and social security contributions for members of TPAF should be made at the time the school district will make payment to the State. For members of the Public Employees Retirement System or other State pension systems, the school district should request reimbursement at the time payments are due to the State for pension contributions and to the Internal Revenue Service for Social Security contributions. The school district should not include fringe benefit calculations in their regular salary reimbursement requests.

c. The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made. The submission of a reimbursement request also constitutes a certification that the expenditures are allowable and appropriate to the cost objective(s) of the sub-grant.

d. Reimbursement requests must be in accordance with approved grant applications.

(1) The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created.

(2) The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title), whichever is less. The Superintendent of Schools or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

C. Processing Timelines

1. Reimbursement requests may be submitted at any time after the subgrant has received final NJDOE approval. No more than one reimbursement request may be submitted per month for any one subgrant. Reimbursement may be made for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is submitted.

2. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

D. Content of Reimbursement Requests

1. Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed.

a. Example - \$8,750 is being requested in the 100 function code. The description is "salaries and instructional supplies."

2. Expenditures must be supported by documentation at the school district level. This documentation should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request.

3. Documentation for salary expenditures is subject to the requirements of the applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the sub-grant's cost objectives.

E. Review and Approval of Reimbursement Requests

1. NJDOE staff will review reimbursement requests to determine that they meet the sub-grant's criteria, including but not limited to the following:

- a. Adequate description of the expenditures is provided;
 - b. No new budget category has been created; and
 - c. The reimbursement request does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories.
2. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system.
3. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the sub-grant's cost objectives. Approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the CMIA.

Issued:

SPRINGFIELD PUBLIC SCHOOLS
Springfield Public Schools

POLICY: DRUGS, ALCOHOL, TOBACCO

Drugs, Alcohol, Tobacco, and Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline, that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. Treatment shall not be at the expense of the local board of education.
- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent shall prepare and

submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum. Additionally, the district will offer a special class or course designed to meet the needs of pupils with alcohol or other drug use problems.

- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug, alcohol, tobacco and steroid-related problems in a program of rehabilitation. The Board directs the establishment of a program designed to provide short-term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. The district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardians of the district on school premises or other facilities.
- D. The Superintendent shall develop administrative regulations for:
 - 1. A comprehensive program of drug, alcohol, tobacco and steroid education;
 - 2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
 - 3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
 - 4. The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the Department of Health; and
 - 5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- E. The Board of Education shall establish an annual process to review the effectiveness of its alcohol and other drug policies and procedures. The Board of Education shall solicit community input as well as consult with local agencies recommended by the state department of health in the review process. Alcohol and other drug policies and procedures for discipline, evaluation, and treatment of

pupils shall be made available annually to all school staff, pupils, and parent/guardians. This policy shall be in each building, and notification of its availability shall appear annually in the parent's handbook.

- F. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.
- G. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.

- H. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

Enforcement of Drug-Free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

Law Enforcement Liaison

In order to ensure that such cooperation continues, the Board directs the Superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The Board hereby recognizes that the Superintendent may request that law

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

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

The Board directs the Superintendent and school principals to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent, principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

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

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

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

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

Whenever the police have been summoned to a school building by the Superintendent, the Superintendent shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the Superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

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

Police Presence at Extracurricular Activities

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

Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent to contact the Chief Executive Officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the Chief Executive Officer of the agency, the Superintendent shall work in conjunction with the County Prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Inservice Training

The Superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6A:16-3.1.

Annual Review

The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will consult with the County Superintendent, local community members, and the County Prosecutor's office.

Availability of Policy

The policies and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

Legal References:

N.J.S.A. 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
N.J.S.A. 2C:29-3a Hindering apprehension or prosecution

N.J.S.A. 2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty
N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
N.J.S.A. 2C:33-19 Paging devices, possession by students
N.J.S.A. 2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987
N.J.S.A. 2C:35-10.4 Definitions
N.J.S.A. 9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes
N.J.S.A. 9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:36-19.2 Student locker or other storage facility; inspections; notice to students
N.J.S.A. 18A:37-1 Submission of pupils to authority
N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils
N.J.S.A. 18A:38-25 Attendance required of children between six and sixteen, exceptions
N.J.S.A. 18A:38-31 Violation of article by parents or guardian, penalties
N.J.S.A. 18A:40A-1 et seq. Substance abuse
N.J.S.A. 24:21-2 Definitions (New Jersey controlled dangerous substances)
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act

P.L. 2005, c. 209 Random student drug testing

N.J.A.C. 6A:8-3.1 Curriculum and instruction
N.J.A.C. 6A:9-13.2 Substance awareness coordinator
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 6A:32-13.1 et seq. Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985)

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. _____ (2002)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

1330 Use of school facilities

1410 Local units

4131.1 Inservice education/visitations/conferences

4231.1 Inservice education/visitations/conferences

5114 Suspension and expulsion

5124 Reporting to parents/guardians

5125 Pupil records

5131 Conduct/discipline

5131.7 Weapons and dangerous instruments

5141.3 Health examinations and immunizations

5141.21 Administering medication

5145.12 Search and seizure

6145.1/6145.2 Intramural competition; interscholastic competition

6154 Homework/makeup work

6172 Alternative educational programs

6173 Home instruction

Approved: June 30, 1997

Revised: December 22, 2003

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ADMINISTERING MEDICATION

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, and all non-prescription "over-the-counter" medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, for prescribed medication, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.
The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications whether prescribed or over-the-counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;

- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequel that may indicate the potential loss of life; e.g., adrenaline injection in response to anaphylaxis.

Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/ guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Chief School Administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

The Board will permit the self-administration of medication during a field trip only for asthma and other potential life-threatening illnesses by pupils in all grades upon written approval of parents/guardians. All conditions established by law and Board policy shall be met.

EMERGENCY ADMINISTRATION OF EPINEPHRINE

The Board shall permit the school nurse or medical inspector to administer epinephrine via epinephrine via a pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designees must be properly trained by the school nurse in the administration of the epinephrine via a pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

Parents/guardians shall provide the Board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s);

- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via epinephrine via a pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

The Board shall allow Epinephrine to be administered via EpiPen to students in emergencies on field trips, athletic/ after school activities or by the school nurse, his/her designee(s), the student's parent or guardian or the student himself/herself, and /or other authorized medical personnel in accordance with this policy. Parents are responsible to notify the school nurse and /or building principal in writing if their child attends any of these functions sponsored by the Springfield Board of Education.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

The student's management and care of his/her diabetes shall include the following:

- A. Performing blood glucose level checks
- B. Administering insulin through the insulin delivery system the student uses
- C. Treating hypoglycemia and hyperglycemia
- D. Possessing on the student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes
- E. Compliance with required procedures for medical waste disposal in accordance with district policies and as set forth in the individual health care plan
- F. Otherwise attending to the management and care of the student's diabetes

Implementation

The Board shall adopt regulations on all aspects of the administration of medication.

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- N.J.S.A. 18A:40-3.2 et seq. Medical and Nursing Personnel
- N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils
- N.J.S.A. 18A:40-7 Exclusion of pupils who are ill
- N.J.S.A. 18A:40-12.3 Self-administration of medication by pupil; conditions
- N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
- N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent
- N.J.S.A. 18A:40-12.7 Nebulizer
- N.J.S.A. 18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.S.A. 45:11-23 Definitions N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Pupil, New Jersey State Department of Education, June 5, 1995.

Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998 P.L. 2007, c. 57 amends N.J.S.A. 18A-40-12 to encourage recruitment and training of additional school employees to administer epinephrine and the placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function.

Cross References:

5131.6 Drugs, alcohol, tobacco (substance abuse)

5141.2 Illness

5141.3 Health examinations and immunizations

6153 Field trips

Adopted: June 24, 1991

Revised: August 22, 1994

Revised: June 30, 1997

Revised: September 12, 2005

Revised: August 18, 2008

Revised: August 17, 2009

Revised:

I. Delegate Training Log

Delegate: _____ School Year _____

Delegate's Training Tasks	School Nurse Instruction Initials	Delegate Trained Initials
Didactics		
• Overview of Chapter 131		
• Overview of Diabetes		
• Understands Diabetes Basics		
• Understands Hypoglycemia		
• Understands Hyperglycemia		
• Understands the concept of Universal Precautions		
• Review Glucagon Emergency Kit instructions		
1. Lilly's Glucagon Kit		
2. Novo Nordisk's GlucaGen® Hypokit®		
• Review Individual's DMMP with the delegate		
Procedures		
• Emergency kit is obtained and 911 is called		
• Correctly identify the student		
• Checks expiration date and color of the Vial		
• Prepare Glucagon		
• Inject the solution into the Lateral Thigh		
• Withdraw the needle and place in a "sharps container". DO NOT RECAP NEEDLE		
• Document time administered		
• Turn the student on his/her side in case of vomiting		
• Feed the student as soon as he/she is awake and is able to swallow		
• If not awake in 15 minutes administer a second dose of Glucagon		
• Notifies parents/guardians of the event		
• EMS transport to local hospital		

Students for whom I was trained on as a Delegate

1		5	
2		6	
3		7	
4		8	

The signatures below acknowledge the successful completion of the Delegates Training Course given by the school nurse and completed by the delegate.

	Name	Signature	Date
Instructor			
Delegate			

ADMINISTERING MEDICATION

Glucagon Delegation

Authorization for Services and Release of Information

Permission for Care

I give permission to the school nurse to perform and carry out the diabetes care tasks outlined in the Diabetes Medical Management Plan (DMMP), Individualized Health Care Plan (IHP), and Individualized Emergency Health Care Plan (IEHP) designed for my child, _____.

I understand that no school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of the Springfield Board of Education, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12--11-21.

Student's Parent/Guardian _____ Date _____

Please print name _____

Permission for Glucagon Delegate

I give permission to _____ to serve as the trained glucagon delegate(s) for my child, _____, in the event that the school nurse is not physically present at the scene. I understand that no school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of the Springfield Board of Education, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.11 through 12.21.

Student's Parent/Guardian _____ Date _____

Please print name _____

Note: A student may have more than one delegate in which case, this needs to be signed for each delegate.

Release of Information

I authorize the sharing of medical information about my child,

_____,
between my child's physician or advanced practice nurse and other health care providers in the school. I also consent to the release of information contained in this plan to school personnel who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Student's Parent/Guardian _____ Date _____

School Nurse _____ Date _____

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: INDEPENDENT STUDY

The Board of Education encourages the establishment of independent study programs to the extent that staffing allocations and program development will permit. The Superintendent is directed to develop guidelines for the implementation and evaluation of such independent study programs and to inform pupils and faculties of the Board's position and policy.

The purpose of the independent study program is to provide additional meaningful, individual educational experiences for pupils in which they have the opportunity to advance their learning in a specific discipline that is not offered in the existing curriculum or because a conflict in scheduling occurs.

Independent study may vary in length of time from a semester to a year-long duration. These experiences will make available personnel resources, content and materials not available or practical in regular classroom study. Although guidance, contractual procedures, and assessment will be under the leadership of professional personnel at the school, independent study may take the pupil into the greater school community for experiences under the co-sponsorship of people in other professional and university, business, government, or industrial settings.

Information pertaining to independent study will be provide in the JDHS Program of Studies and Student Handbook, and information will be thoroughly discussed with pupils to ensure their awareness of such programs.

Approved: January 25, 1999

Revised: August 18, 2008

Revised: