

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
July 27, 2020

- I. Call to Order
- II. Roll Call of Members

William Hyncik, Jr., President
Gregory Lalevee, Vice President
Richard St. Pierre
Nadine Wilkins
Roger Jinks

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Raelene Sipple, School Business Administrator/Board Secretary
Hector Montes, Interim High School Principal
Lisa Fittipaldi, Board Attorney
Melonie Marano, Somerset County Freeholder Liaison
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette
Others:

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on January 4, 2020.

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting and Executive Session held on June 22, 2020.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on June 22, 2020 were approved.

IV. Correspondence

A.

V. Presentations/Recognitions

A. Presentations

VI. Old or Unfinished Business

A. Construction Projects

VII. Report of the Attorney

VIII. Committee Reports

- Board of School Estimate –
- Curriculum/Grants –
- NJSBA (Delegate) –
- SCSBA (Delegate) –
- SCESC (Alternate Representative) – Dr. Harttraft
- SCJIF – (Commissioner) – Ms. Sipple
- SSRHIF – (Chair) – Mr. Hyncik

IX. School Communications Report

X. Superintendent’s Report

A. Resignation

The Superintendent recommends that the Board of Education accept the resignation of Ms. Paige Garruto, Cosmetology Instructor, effective July 13, 2020.

B. Employment of Full-Time Personnel – 2020-21 School Year

The Superintendent recommends that the Board of Education appoint Ms. Alyssa Egner as Social Studies Instructor (UPC# TCH-HS-HIST-FL-01), at a salary of \$58,100.00, Step 1-2/A, effective September 1, 2020. (11-140-100-101-07-0000)

C. Employment of Part-Time Personnel – Summer 2020

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for Summer 2020:

High School

Alan Creveling	Student Certification Testing – Auto (8 hrs)	\$ 62.23/hr (20-477-100-101-00-0000)*
Julie Francis	Student Certification Testing – Cosmetology (10 hrs)	\$ 52.22/hr (20-477-100-101-00-0000)*
Keith Johnson	Student Certification Testing – Culinary (16 hrs)	\$ 50.95/hr (20-477-100-101-00-0000)*
Don Smith	Student Certification Testing – Welding (16 hrs)	\$ 61.13/hr (20-477-100-101-00-0000)*
Mark Mastrobattista	Curriculum Updates – Culinary (10 hrs)	\$ 35.00/hr (11-000-221-104-04-0001)
Daniel Dalfonzo	Manufacturing Face Shields (50 hrs)	\$ 35.00/hr (20-477-100-101-00-0000)*
Andrew Coslit	Mathematics (10 hrs)	\$ 35.00/hr (20-477-100-101-00-0000)*

*CARES-Act (ESSERF [Elementary and Secondary School Emergency Relief Fund])

D. Employment of Part-Time Personnel – 2020-21 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2020-21 school year:

High School – July 1, 2020 – June 30, 2021 (Title I – 20-231-100-101-23-8001)

		<u>Summer 2020</u>	<u>2020-21 SY</u>
Andrew Coslit	Basic Skills – Mathematics Literacy	\$ 51.85/hr	\$52.25/hr
<u>High School</u>			
Gayle Behot	Title I Paraprofessional (20 hrs/week)	\$ 31.13/hr	<small>(20-231-100-106-23-0000)</small>
<u>Performing Arts</u>			
<u>Theater Arts</u>			
Laura Swanson	Acting (435 hrs)	\$ 43.31/hr	<small>(11-310-100-101-10-0000)</small>
Denise Mihalik	Acting – Yoga Voice (50 hrs)	\$ 43.31/hr	<small>(11-310-100-101-10-0000)</small>
John Conte	Accompanist (380 hrs)	\$ 32.02/hr	<small>(11-310-100-101-10-0000)</small>
Sarah Zinn	Costumier (175 hrs)	\$ 32.26/hr	<small>(11-310-100-101-10-0000)</small>
Bonnie Grube	Assistant Technical Director (200 hrs)	\$ 22.70/hr	<small>(11-310-100-101-10-0000)</small>
Mary Lynne McAnally	Temporary Dance Instructor/Choreographer (September-November 2020 [not to exceed 69 hrs])	\$ 50.26/hr	<small>(11-310-100-101-11-0000)</small>
Alison Mingle	Musical Director (September-November 2020 [not to exceed 50 hrs])	\$ 35.00/hr	<small>(11-310-100-101-11-0000)</small>

E. Employment of Substitutes

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of \$100.00/day for the 2020-21 school year:

Rick Austin	Kelly Avenoso	Gayle Behot
Evangeline Byrd	Kathleen Caola	Thomas Driscoll
Ronald Eichner	Raymond Esler	Laura Fahey
Deborah Fischang	Raymond Glowacki	Bonnie Grube
J. Anthony Kennette	Barbara Liedl	Joanne May
Daniel McGarry	Tyler Mylorie	Nancey Pierre
Joseph Souto		

F. Extra-Curricular Appointments – 2020-21 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2020-21 school year as follows:

Matthew Poznanski	9th Grade Class Advisor	\$2,476.00
	Junior Varsity Boys Basketball Coach	\$4,000.00
	Morning Duty Monitor	\$ 16.00/day
Shannon Melick	10th Grade Class Advisor	\$2,476.00
	Cheerleading Coach	\$1,900.00
Maura Gillooly	11th Grade Class Co-Advisor	\$1,361.00
	Varsity Girls Basketball Coach	\$6,000.00
	Varsity Girls Soccer Coach	\$6,000.00
	Morning Duty Monitor	\$ 16.00/day
Peggy Prezioso	11th Grade Class Co-Advisor	\$1,361.00
	Morning Duty Monitor	\$ 16.00/day
Julie Francis	12th Grade Class Advisor	\$2,722.00
Sheila Sullivan	Drama Coach	\$3,298.00
Joseph Mancuso	Drama Coach	\$3,298.00
Rebecca Hovey	Future Business Leaders of America	\$2,611.00
Erik Fargo	Future Farmers of America Club Advisor	\$2,611.00
Kim Vasaturo	Health Occupations Students of America Advisor	\$2,476.00
	After Hours Detention Monitor	\$ 41.00/hr
Michael McClain	Junior Varsity Boys Baseball Coach	\$4,000.00
	SkillsUSA Advisor	\$3,200.00
	Varsity Boys Basketball Coach	\$6,000.00
	Safety Committee Co-Chairperson	\$ 728.00
Brittany McGarry	Junior Varsity Boys Soccer Coach	\$4,000.00
	Varsity Girls Softball Coach	\$6,000.00
Meghan O'Reilly	Junior Varsity Girls Basketball Coach	\$4,000.00
	Junior Varsity Girls Soccer Coach	\$4,000.00
Kristen McNerney	Junior Varsity Girls Softball Coach	\$4,000.00
Charles Mathews	National Honor Society Advisor	\$1,485.00
Susan Santiago	National Technical Honor Society Advisor	\$1,485.00
Rachel Miller	Rotary Interact Co-Advisor	\$ 742.50
Joseph Tirrito	Rotary Interact Co-Advisor	\$ 742.50
John Heinbach	Safety Committee Co-Chairperson	\$ 728.00
Michelle Fresco	SkillsUSA Advisor	\$3,200.00
Pratima Patil	SkillsUSA Advisor	\$3,200.00
James Strickhart	SkillsUSA Advisor	\$3,200.00
	Varsity Boys Baseball Coach	\$6,000.00
John O'Neill	Varsity Boys Soccer Coach	\$6,000.00
Philip Eng	Yearbook Co-Advisor	\$1,813.00
Amy Patryn	Yearbook Co-Advisor	\$1,813.00
Janet Cantore-Watson	Yearbook Co-Advisor	\$1,813.00

Extra-Curricular Appointments – 2020-21 School Year (con't)

Rachel Kinlan	Weightlifting Coach (shared position)	\$2,000.00
	Morning Duty Monitor Substitute	\$ 16.00/day
Christopher Whitzer	Weightlifting Coach (shared position)	\$2,000.00
Erick Bowers	Morning Duty Monitor	\$ 16.00/day
	After Hours Detention Monitor	\$ 41.00/hr
Brendan Downey	Morning Duty Monitor	\$ 16.00/day
Mary Lynne McAnally	Morning Duty Monitor	\$ 16.00/day
Karen Morlock	After Hours Detention Monitor	\$ 41.00/hr
	Morning Duty Monitor	\$ 16.00/day
Robyn Szymanski	Morning Duty Monitor Substitute	\$ 16.00/day
Maria Santiago	After Hours Detention Monitor	\$ 41.00/hr
	After Hours Detention Monitor (Saturday's)	\$ 41.00/hr
Virginia Fanelli	After Hours Detention Monitor (Saturday's)	\$ 41.00/hr

Suspension of any activity is at the discretion of the Board of Education. In the event that there is a cancellation or an extended period of time when athletics, clubs or activities are not permitted any stipends for that impacted period of time shall not be paid and/or prorated accordingly.

Motion _____ Second _____

Discussion
Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	_____	_____
Mr. Lalevee	_____	_____
Mr. St. Pierre	_____	_____
Ms. Wilkins	_____	_____
Mr. Jinks	_____	_____

G. Harassment, Intimidation and Bullying Coordinator

The Superintendent recommends that the Board of Education appoint Ms. Maria Johnson as the Harassment, Intimidation and Bullying Coordinator for the 2020-21 school year.

H. Harassment, Intimidation and Bullying Specialist

The Superintendent recommends that the Board of Education appoint Ms. Karen Winfield as the Harassment, Intimidation and Bullying Specialist for the 2020-21 school year.

I. Title IX Coordinator

The Superintendent recommends that the Board of Education appoint Ms. Teresa Morelli as the Coordinator of Title IX Amendment of 1972 for the 2020-21 school year.

J. Title 504 Coordinator

The Superintendent recommends that the Board of Education appoint Mr. Patrick Pelliccia as the Title 504 Coordinator of the Rehabilitation Act of 1973 for the 2020-21 school year.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

K. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999005049. Instruction provided beginning June 4, 2020 for two (2) weeks.

The Superintendent recommends that the Board of Education approve the contract with New Hope Integrated Behavioral Health Care, Inc., Marlboro, NJ to provide home instruction in the amount of \$550.00 per week.

L. Textbook Approval

The Superintendent recommends that the Board of Education approve the following textbooks:

Culinary Arts Principles and Applications, American Technical Publishers, 3rd Edition \$95.25/ea X 30 (shipping \$162.63)=\$3,020.13

Culinary Arts Principles and Applications, American Technical Publishers, 3rd Edition \$27.00/ea X 60 (shipping \$155.91)=\$1,775.91

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

M. Restart and Recovery Plan

The Superintendent recommends that the Board of Education approve the district’s Restart and Recovery Plan as it appears on Addendum #1.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

N. Revised Board Policies and Regulations – First Reading

The Superintendent recommends that the Board of Education approve the following revised policies and regulations at this first reading as they appear on Addendum #2.

- 2270 – Religion in Schools
- 2431.3 – Heat Participation Policy for Student-Athlete Safety
- 2622 – Student Assessment
- 5200/R5200 – Attendance
- 5320/R5320 – Immunization
- 5330.04/R5330.04 - Administering an Opioid Antidote
- 5610 – Suspension
- R5610 – Suspension Procedures
- 5620 – Expulsion
- 8320/R8320 – Personnel Records

O. Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following policies at this first reading as they appear on Addendum #3.

- 1648 – Restart and Recovery Plan
- 1649 – Federal Families First Coronavirus (COVID-19) Response Act

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. St. Pierre, Ms. Wilkins, Mr. Jinks.

P. Application for Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its July 27, 2020 meeting authorized application funds for the following:

Table with 3 columns: NJ Department of Education, Digital Divide (August 2020-September 2022), \$ 11,417.00

Q. Acceptance of Funds

The Superintendent recommends that the Board of Education adopt the following resolution: The governing body of the Somerset County Vocational and Technical Schools at its July 27, 2020 meeting authorized acceptance of funds for the following:

Table with 3 columns: NJ Department of Education, IDEA – Part B (FY 2021), \$ 83,936.00; NJ Department of Children & Families, School Based Program (July 2020-September 2020), \$ 86,619.00

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Hyncik, Mr. Lalevee, Mr. St. Pierre, Ms. Wilkins, Mr. Jinks.

R. Superintendent’s Update

- HIB Report – No report
• Student Suspension Report – No report
• Student Enrollment Report – No report

S. Submission of Bills – June 30, 2020 and July 31, 2020

It is recommended the Board of Education approve the bills list for June 30, 2020 and July 31, 2020 which is included in the Board packet and will be attached to the regular meeting minutes.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

XI. Report of the School Business Administrator/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary for the month of June 2020 and the Treasurer of School Monies for the month of June 2020, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Addendum #4)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

B. Budget Transfers – 2019-20 School Year – June 2020

It is recommended the Board of Education approve the budget transfers for the 2019-20 school year as they appear on Addendum #5.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

C. Change Order – HVAC Upgrades Project

It is recommended the Board of Education approve the change order as it appears below:

Change Order #2

The Contractor shall provide all labor, materials, and equipment necessary to make the following changes in the contract:

1. RT-G2 Return Ductwork to be deducted from allowance	\$ 10,100.00
2. Flexible Connections at Boiler Room	\$ 2,500.00
3. Structural steel labor and material	\$ 54,800.00
Allowance remaining after Change Order #1 to be depleted	\$ 17,000.00
TOTAL CHANGE ORDER	\$ 50,400.00

D. Change Order – Toilet Room Upgrades

Change Order #2

The Contractor shall provide all labor, materials, and equipment necessary to make the following changes in the contract:

1. Replace HVAC hot water shut off valves	\$ 937.13
2. Replace existing in wall sanitary waste piping	\$ 1,204.88
3. In Alternate Toilet Rooms (C building) replace existing In wall domestic water piping removed during asbestos abatement	\$ 3,856.67
TOTAL CHANGE ORDER	\$ 5,997.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

E. Bedside and Homebound Instruction – 2019-20 School Year

It is recommended the Board of Education approve New Hope Integrated Behavioral Health Care, Inc. to provide bedside and homebound instruction agreement for the 2019-20 school year.

F. Bedside and Homebound Instruction 2020-21 School Year

It is recommended the Board of Education approve the following to provide bedside and homebound instruction agreements for the 2020-21 school year:

Rutgers Health – University Behavioral Health Care
New Hope Integrated Behavioral Health Care, Inc.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Hyncik	___	___
Mr. Lalevee	___	___
Mr. St. Pierre	___	___
Ms. Wilkins	___	___
Mr. Jinks	___	___

XII. New Business –

XIII. Next Meeting

It is recommended the next regular meeting of the Somerset County Vocational Board of Education be held:

August 24, 2020

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIV. Remarks from the Public - There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

XV. Resolution

BE IT RESOLVED by the Vocational Board of Education of the County of Somerset that:

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to Pritchard custodial contract and litigation. Action may or may not be taken.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

XVI. On motion of _____, seconded by _____ and passed, the meeting adjourned at _____ P.M.

RESTART & RECOVERY PLAN

Restart and Recovery Plan to Reopen Schools

Somerset County Vocational & Technical School (SCVTS)

Board of Education

Fall 2020

RESTART & RECOVERY PLAN

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RESTART & RECOVERY PLAN

Introduction

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (NJDOE Guidance), a Guidance document to assist New Jersey school districts to develop, in collaboration with community stakeholders, a Restart and Recovery Plan (Plan) to reopen schools in September 2020 that best fits the school district's local needs. The NJDOE Guidance presents information for New Jersey public school districts related to four key subject areas: Conditions for Learning; Leadership and Planning; Policy and Funding; and Continuity of Learning.

The SCVTS Board of Education Restart and Recovery Plan (Plan) has been developed to be consistent with the requirements in the NJDOE Guidance with consideration to the school district’s local needs in order to ensure school(s) in the district reopen safely and are prepared to accommodate students' unique needs during this unprecedented time.

To ensure consistency with respect to the health and safety of school communities across the State, the NJDOE Guidance speaks specifically to health and safety measures identified as "anticipated minimum standards." These “anticipated minimum standards” are items the NJDOE Guidance recommends a school district incorporate into the Plan as definite components related to health, safety, and operations. Through this established set of Statewide standards, the NJDOE can ensure the State's educational health does not come at the expense of public health. The “anticipated minimum standards” in the NJDOE Guidance are listed and have been incorporated into the school district’s locally developed Plan.

The NJDOE Guidance also provides “considerations” that may help school officials in strategizing ways to adhere to the “anticipated minimum standards”, but do not represent necessary components of the Plan. These “considerations” are not listed in the school district Plan, but school officials have reviewed and incorporated the “considerations” included in the NJDOE Guidance when developing the Plan.

The NJDOE Guidance uses the term “should” throughout the document when referencing “anticipated minimum standards ... that school districts should incorporate into their reopening plans as definitive components related to health, safety, and operations.” Therefore, those provisions in the NJDOE Guidance listed as “anticipated minimum standards” have been interpreted to be required components in the Plan.

RESTART & RECOVERY PLAN

The NJDOE Guidance uses the term “school districts” or “schools” or “districts” when referring to the completion of tasks. For example, “districts must develop a schedule for increased routine cleaning and disinfection.” This Plan assigns the responsibility for completing tasks to “school officials” which would be the Superintendent of Schools or a designee of the Superintendent of Schools.

The NJDOE Guidance requires a Board Policy to address several elements outlined in the NJDOE Guidance. The SCVTS Board of Education has adopted Board Policy 1648 – Restart and Recovery Plan that includes the policies required in the NJDOE Guidance.

This Plan is aligned with the requirements outlined in the NJDOE Guidance. The Appendices section of this Plan include the school district’s unique and locally developed protocols to ensure school(s) in the district reopen safely and are prepared to accommodate staff and students' unique needs during this unprecedented time. Also included in the Appendices section is a chart that includes all websites and outside guidance information that are listed in the NJDOE Guidance.

The requirements outlined in the NJDOE Guidance and incorporated into this Plan are controlled by Executive Order of the Governor of New Jersey and are subject to change.

RESTART & RECOVERY PLAN

THE BOARD OF EDUCATION'S RESTART AND RECOVERY PLAN

The SCVTS Board of Education's Restart and Recovery Plan addresses four key subject areas:

- A. Conditions for Learning;
 - B. Leadership and Planning;
 - C. Policy and Funding; and
 - D. Continuity of Learning.
- A. Conditions for Learning

Conditions for learning involve the social, emotional, and environmental factors that can impact educator capacity to teach and student capacity to learn, including standards for maintaining healthy and safe school conditions. As schools reopen, the impact of social isolation on both educators and students is a key area of concern.

Conditions for Learning include: Health and Safety – Standards for Establishing Safe and Healthy Conditions for Learning; and Academic, Social, and Behavioral Supports

1. Health and Safety – Standards for Establishing Safe and Healthy Conditions for Learning; and Academic, Social, and Behavioral Supports

The Health and Safety Section of the Board's Plan identifies Ten Critical Areas of Operation which the Board has addressed in the Plan: General Health and Safety Guidelines; Classrooms, Testing, and Therapy Rooms; Transportation; Student Flow, Entry, Exit, and Common Areas; Screening, PPE, and Response to Students and Staff Presenting Symptoms; Contact Tracing; Facilities Cleaning Practices; Meals; Recess/Physical Education; and Field Trips, Extra-Curricular Activities, and Use of Facilities Outside School Hours.

Throughout this Health and Safety Section, the provisions marked "anticipated minimum standards" as outlined in the NJDOE Guidance have been incorporated into the Board's Plan and related protocols, as applicable.

RESTART & RECOVERY PLAN

The Health and Safety section of the NJDOE Guidance also provided "additional considerations" to assist school officials in considering ways to adhere to the anticipated minimum standards. These provisions are also consistent with the Board's general obligation to ensure the health and safety of its students and staff pursuant to N.J.S.A. 18A:40-6 and N.J.A.C. 6A:16-2.1. District officials have abided by the advice of local health officials to determine the safest course of action based on local circumstances, which will change as the public health landscape evolves. The health and safety of students and staff is the number one priority and has guided all decisions of the Board's Plan.

Ten Critical Areas of Operation

- a. Critical Area of Operation #1 - General Health and Safety Guidelines – Anticipated Minimum Standards Incorporated into the Plan
 - (1) In all stages and phases of pandemic response and recovery, the Centers for Disease Control and Prevention (CDC) recommends the following actions:
 - (a) School officials will establish and maintain communication with local and State authorities to determine current mitigation levels in the community.
 - (b) School officials will ensure staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.
 - (c) The CDC's Guidance for Schools will be followed.
 - (d) The Board promotes behaviors that reduce the spread of COVID-19 such as encouraging staff and students to stay home when appropriate; encouraging the practice of hand hygiene and respiratory etiquette; requiring the use of face coverings; and signs and messages in and around school buildings.

RESTART & RECOVERY PLAN

- (e) Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:
 - (i) Chronic lung disease or asthma (moderate to severe);
 - (ii) Serious heart conditions;
 - (iii) Immunocompromised;
 - (iv) Severe obesity (body mass index, or BMI, of 40 or higher);
 - (v) Diabetes;
 - (vi) Chronic kidney disease undergoing dialysis;
 - (vii) Liver disease;
 - (viii) Medically fragile students with Individualized Education Programs (IEPs);
 - (ix) Students with complex disabilities with IEPs; or
 - (x) Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

[See Appendix A – Critical Area of Operation #1 – General Health and Safety Guidelines]

- b. Critical Area of Operation #2 – Classrooms, Testing, and Therapy Rooms – Anticipated Minimum Standards Incorporated into the Plan

RESTART & RECOVERY PLAN

- (1) Schools in the district will allow for social distancing within the classroom to the maximum extent practicable. This will be achieved by ensuring students are seated at least six feet apart. If a school in the district is not able to maintain this physical distance, additional modifications should be considered including using physical barriers between desks, turning desks to face the same direction (rather than facing each other), and/or having students sit on only one side of the table, spaced apart.
- (2) When social distancing is difficult or impossible, face coverings will be required for students, and face coverings are always required for visitors and staff unless it will inhibit the individual's health.
 - (a) Enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (3) In a classroom setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, face coverings can be removed while students are seated at desks, but should be worn when moving about the classroom.
- (4) All instructional and non-instructional rooms in schools and district facilities must comply with social distancing standards to the maximum extent practicable.
- (5) Use of shared objects should be limited when possible or cleaned between use.
- (6) All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air must have a fresh air component, windows will be opened, if practical, if air conditioning is not provided, and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
- (7) School districts will prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol). Such stations should be:

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- (a) In each classroom (for staff and older children who can safely use hand sanitizer).
 - (b) At entrances and exits of buildings.
 - (c) Near lunchrooms and toilets.
 - (d) Children ages five and younger should be supervised when using hand sanitizer.
 - (e) For classrooms that have existing handwashing stations, stations should be prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- (8) School officials should develop a school-wide plan where students are required to wash hands for at least twenty seconds at regular intervals during the school day and always before eating, after using the bathroom, and after blowing their nose, coughing, and/or sneezing.
- (a) If washing with soap and water is not possible, washing with an alcohol-based hand sanitizer (at least 60% alcohol) should be used.

[See Appendix B – Critical Area of Operation #2 – Classroom, Test, and Therapy Rooms]

c. **Critical Area of Operation #3 – Transportation – Anticipated Minimum Standards Incorporated into the Plan**

- (1) If the school district is providing transportation services on a school bus and is unable to maintain social distancing, a face covering must be worn by all students who are able to do so upon entering the bus.
- (2) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

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- (3) Every school bus, either district-owned or contracted, should be cleaned and disinfected before and after each bus route.

[See Appendix C – Critical Area of Operation #3 – Transportation]

d. Critical Area of Operation #4 – Student Flow, Entry, Exit, and Common Areas – Anticipated Minimum Standards Incorporated into the Plan

- (1) The Board’s Plan establishes the process and location for student and staff health screenings.
- (2) If physical distancing (six feet apart) cannot be maintained for individuals in line waiting to enter or exit a building, face coverings shall be worn while in the line.
- (3) Each school in the district will provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways).

[See Appendix D – Critical Area of Operation #4 – Student Flow, Entry, Exit, and Common Areas]

e. Critical Area of Operation #5 – Screening, Personal Protection Equipment (PPE), and Response to Students and Staff Presenting Symptoms – Anticipated Minimum Standards Incorporated into the Plan

- (1) The school district will adopt Board Policy 1648 regarding the screening procedures for students and employees upon arrival at school or work location for symptoms and history of exposure. These screening procedures must include the following:
 - (a) Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

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- (b) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (c) Results must be documented when signs/symptoms of COVID-19 are observed.
 - (d) Any screening policy/protocol must take into account students with disabilities and accommodations that may be needed in the screening process for those students.
- (2) The SCVTS Board has procedures in place for symptomatic staff and students, which shall include the following:
- (a) Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. School officials will follow current Communicable Disease Service guidance for illness reporting.
 - (b) If the SCVTS district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
 - (c) The procedures the district will use when someone tests positive for COVID-19 will include written procedures detailing the district's COVID-19 related response for symptomatic students and staff. The procedures will be consistent with the district's contact tracing procedures (see "Critical Area of Operation #6 – Contact Tracing") to the maximum extent practicable. The procedure includes:
 - (i) Establishment of an isolation space. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Students should

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remain in isolation with continued supervision and care until picked up by an authorized adult.

- (ii) Following current Communicable Disease Service guidance for illness reporting.
 - (iii) An adequate amount of PPE shall be available, accessible, and provided for use.
 - (iv) Methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance.
 - (v) Continuous monitoring of symptoms.
 - (vi) Re-admittance policies consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19.
 - (vii) Written protocols to address a positive case.
- (3) School officials will encourage parents to be on alert for signs of the illness in their children and to keep their child home when they are sick.
 - (4) School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
 - (5) Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

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- (a) Accommodation for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- (6) Exceptions to requirements for face coverings shall be as follows:
 - (a) Doing so would inhibit the individual's health.
 - (b) The individual is in extreme heat outdoors.
 - (c) The individual is in water.
 - (d) A student's documented medical condition, or disability as reflected in an IEP, precludes the use of face covering.
 - (e) The student's proximity to hazardous or dangerous tools or supplies would increase safety risks if face coverings are worn, face shields will be available in these cases.
- (7) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.

[See Appendix E – Critical Area of Operation #5 – Screening, PPE, and Response to Students and Staff Presenting Symptoms]

f. Critical Area of Operation #6 – Contact Tracing

- (1) The NJDOE Guidance does not include any “anticipated minimum standards” for contact tracing. However, all school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the Superintendent or designee should be provided information regarding the role of contact tracing conducted by State, county, and local officials.
- (2) School officials should engage the expertise of their school nurses on the importance of contact tracing.

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- (3) The NJDOE will credit certified School Safety Specialists with three hours of training upon completion of Johns Hopkins University's COVID-19 Contact Tracing course.

[See Appendix F – Critical Area of Operation #6 – Contact Tracing]

g. Critical Area of Operation #7 – Facilities Cleaning Practices –Anticipated Minimum Standards Incorporated into the Plan

- (1) School officials must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise.
- (2) The Board’s Plan and Policy establishes cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used including:
 - (a) A schedule for increased routine cleaning and disinfection.
 - (b) Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g. doorknobs, light switches, classroom sink handles, countertops).
 - (c) Use of all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website.
 - (d) Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, and contact time, etc.). Examples of frequently touched areas in schools are:
 - (i) Classroom desks and chairs;

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- (ii) Lunchroom tables and chairs;
 - (iii) Door handles and push plates;
 - (iv) Handrails;
 - (v) Kitchens and bathrooms;
 - (vi) Light switches;
 - (vii) Handles on equipment (e.g. athletic equipment);
 - (viii) Buttons on vending machines and elevators;
 - (ix) Shared telephones;
 - (x) Shared desktops;
 - (xi) Shared computer keyboards and mice;
 - (xii) Drinking fountains; and
 - (xiii) School bus seats and windows.
- (e) Sanitize bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).

[See Appendix G – Critical Area of Operation #7 – Facilities Cleaning Practices]

- h. Critical Area of Operation #8 – Meals – Anticipated Minimum Standards Incorporated into the Plan
- (1) Cafeteria and dining areas are used in the school district, the school district will incorporate the following into the Board’s Plan, if applicable:
 - (a) Stagger times to allow for social distancing and clean and disinfect between groups.

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- (b) Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined by the EPA.
- (c) Space students at least six feet apart.
- (d) Require individuals to wash their hands after removing their gloves or after directly handling used food service items.

[See Appendix H – Critical Area of Operation #8 – Meals]

i. Critical Area of Operation #9 – Recess/Physical Education – Anticipated Minimum Standards Incorporated into the Plan

- (1) The Board’s Plan regarding recess and physical education includes protocols to address the following:
 - (a) Stagger recess, if necessary.
 - (b) If two or more groups are participating in recess at the same time, there will be at least six feet of open space between the two groups.
 - (c) The use of cones, flags, tape, or other signs to create boundaries between groups.
 - (d) A requirement that all individuals always wash hands immediately after outdoor playtime.
 - (e) Stagger the use of Physical education equipment and establish a frequent disinfecting protocol for all equipment used by students.
 - (f) Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet apart for social distancing).
 - (g) Locker rooms may be closed to mitigate risk and prohibit students and staff from confined spaces

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with limited ventilation and/or areas with large amounts of high contact surfaces.

- (i) If it is not feasible to close locker rooms the district will stagger the use and clean and disinfect between use.
 - (ii) Students may be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without the use of a locker room.
- (2) The school district will mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment), and will not allow sharing of equipment. If equipment must be shared, the equipment will be cleaned and disinfected between each use.
 - (3) The school district will designate specific areas for each class during recess to avoid cohorts mixing.

[See Appendix I – Critical Area of Operation #9 – Recess/Physical Education]

j. Critical Area of Operation #10 – Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours – Anticipated Minimum Standards Incorporated into the Plan

- (1) The Board’s Plan to continue extra-curricular activities will adhere to all applicable social distancing requirements and hygiene protocols during any activities.
- (2) The Board of Education requires any external community organizations that use school/district facilities to follow district guidance on health and safety protocols. Usage will be suspended to all outside agencies with the exception of contracted educational service providers.

[See Appendix J – Critical Area of Operation #10 – Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours]

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2. Academic, Social, and Behavioral Supports

In addition to taking the steps listed in the Health and Safety Guidelines section to protect students’ and educators’ physical health, leaders must also consider the impact of social isolation on both educators and students. School officials are not mandated to develop protocols for these elements as these elements are not “anticipated minimum standards” in the NJDOE Guidance. However, the NJDOE recommends school officials consider the following elements while developing the Board’s Plan.

While only a small introduction to these elements is included in this Plan, a more detailed explanation and further considerations in the NJDOE Guidance are under the Academic, Social, and Behavioral Supports section to reference as the Plan is being developed. School officials may use the supports listed in the NJDOE Guidance.

The elements listed below in A.2.a. through A.2.e. provide an explanation for school officials to indicate if the strategy is:

- Not being utilizing
- Being developed by school officials
- Currently being utilizing

There is space provided below in A.2.a. through A.2.e. for a brief explanation of the school district’s status for each element.

[See Appendix K – Supplemental Materials and Explanations for Academic, Social, and Behavioral Supports]

a. Social Emotional Learning (SEL) and School Culture and Climate

SEL will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

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b. Multi-Tiered Systems of Support (MTSS)

MTSS is a systematic approach to prevention, intervention, and enrichment in grades Pre-K through twelve for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

c. Wraparound Supports

Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

d. Food Service and Distribution

School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening.

Not Being Utilized

Being Developed by School Officials

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Currently Being Utilized

e. Quality Child Care

Child care will be needed as schools reopen, particularly in instances where modified school schedules may increase the likelihood that families who otherwise would not utilize child care will now require it.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

[See Appendix K – Supplemental Materials and Explanations for Academic, Social, and Behavioral Supports]

B. Leadership and Planning

The Leadership and Planning Section of the Board’s Plan references guidance, requirements, and considerations for the school district regarding district and school-wide logistical and operational issues with which administrators will contend in planning to reopen schools.

The provisions marked "anticipated minimum standards" as outlined in the Guidance have been incorporated into the Board’s Plan and corresponding protocols, as applicable.

The Leadership and Planning section of the Guidance also provided "additional considerations" that assisted school officials in considering ways to adhere to the “anticipated minimum standards”.

1. Establishing a Restart Committee

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- a. A Restart Committee has been established as collaboration is critical to the development of the Board's Plan.
- b. The Restart Committee includes district and school-level administrators, the President or designee from the local Board of Education, the President and Vice President of the SCVTEA, and a diverse set of content experts, educators, parents, and students.
- c. The District level Restart Committee includes all members of the Pandemic Response Team (Safety and Security Committee), local, and County Health Department representatives, county and municipal law enforcement officers, and others in municipal and county government as necessary to develop the district Plan. Restart subcommittees Committees and Pandemic Response Teams help address policies and procedures for the Board's Plan.
- d. The Restart Committee reflects the diversity of the school community and the demographics unique to Somerset county including representatives for students with disabilities and those representing diverse racial, ethnic, and socioeconomic demographics.
- e. The Restart Committee consists of 7 school and district level subcommittees that focus on age or grade-level specific needs, school specific needs, and they address issues of importance such as medically fragile students or staff.

[See Appendix L – Restart Committee]

2. Pandemic Response/Safety and Security Team

- a. A district wide Pandemic Response Team has been established to centralize, expedite, and implement COVID-19 related decision-making. School level teams provide input to the district plan.
- b. The school level input is reported to the district team, through lead administrators charged with specific areas of focus. The co-chairs of the district team report to district-level administrators to ensure coordinated actions across the district.
- c. The school and district level teams solicit input from a cross section of administrators, teachers, staff, and parents.

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- d. Pandemic Response Teams represent a cross-section of the school district, including gender and racial diversity, so that decision-making and communication is more effective and relevant to the community.
- e. The district's existing School Security and Crisis Response Team, serves as the Pandemic Response Team.
- f. Pandemic Response Team is comprised of, at a minimum, the following members, if applicable:
 - (1) School Principal;
 - (2) Teachers;
 - (3) Child Study Team member;
 - (4) School Counselor and mental health experts;
 - (5) Subject Area Supervisors;
 - (6) School Nurse;
 - (7) Teachers representing academics and Career and technical education programs;
 - (8) School safety personnel and School resource officers;
 - (9) Director of building and grounds or designee
 - (10) Superintendent
 - (11) Parent representative
- g. The Pandemic Response Team is responsible for:
 - (1) Overseeing the school's implementation of the Plan, particularly health and safety measures, and providing safety and crisis leadership.
 - (2) Adjusting or amending school health and safety protocols as needed.

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- (3) Providing staff with needed support and training.
 - (4) Reviewing school level data regarding health and safety measures and the presence of COVID-19 and reporting that data to the district as required.
 - (5) Developing and implementing procedures to foster and maintain safe and supportive school climate as necessitated by the challenges posed by COVID-19.
 - (6) Providing necessary communications to the school community and to the school district.
 - (7) Creating pathways for community, family, and student voices to continuously inform the Team's decision-making.
- h. The Pandemic Response/ Safety and Security team meets monthly and will adjust its meeting schedule to meet weekly or as often as needed to address any changes to protocols and communicate such changes..

[See Appendix M – Pandemic Response Team]

3. Scheduling

- a. The Board's Plan accounts for resuming in-person instruction. Scheduling decisions are informed by careful evaluation of the health and safety standards and the most up-to-date guidance from the New Jersey Department of Health (NJDOH), as well the input of stakeholders about the needs of all students and the realities unique to this district.
- b. Virtual learning will continue to be guided by P.L. 2020, c.27 and the school district's updated Emergency Closure School Preparedness Plan if schools are required to deliver instruction through a fully virtual environment during limited periods throughout the school year due to a local or Statewide public health emergency.
 - (1) In accordance with N.J.A.C. 6A:32-8.3, a school day shall consist of not less than four hours.
 - (2) School district policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while

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ensuring the requirements for a 180-day school year are met.

- c. The school district will meet the needs of their special populations in alignment with the New Jersey Specific Guidance for Schools and Districts regarding student accommodations.
 - (1) For special education and ELL students, the Board of Education will provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats. The school district will continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.
 - (2) For medically fragile staff, virtual instruction is ideal for staff who are at greater risk for the impacts of COVID-19. Accommodations may need to be made for staff with health issues which are exacerbated by viewing content on screens for an extended period.

- d. The school district should accommodate educators teaching in-person, hybrid, and virtual learning, in a way that allows all students to meet their required instructional hours for the day, which may include remote students completing independent work while students in classroom receive instruction. School officials may:
 - (1) Provide teachers common planning time.
 - (2) Ensure school district policies are reviewed and confirmed to support in-person and remote instruction.
 - (a) Virtual learning may create privacy challenges which school districts and schools have not yet faced. Recording of classroom instruction should exclude students (frontal view) as much as possible
 - (b) The SCVTS district seeks to engage communities through direct communication and through that of their sending districts to better understand the landscape of challenges and opportunities when crafting policies.

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- (3) SCVTS has secured multiple resources necessary to ensure the safety of students and staff.
 - (4) SCVTS will encourage and support the sending districts' protocols for social distancing on buses and help to ensure that students understand social distancing best practices while awaiting pickup at bus stops.
 - (5) Scheduling will support a combination of synchronous and asynchronous instruction which allows for contact time between educators and their students, as well as time for students to engage with their peers. SCVTS will monitor and evaluate instructional activities based on what is developmentally appropriate for its students.
- e. School officials have considered implementation strategies provided in the Scheduling Section of the NJDOE Guidance in developing the Board's Plan.

[See Appendix N – Scheduling of Students]

4. Staffing

- a. The school district should consider access and equity for all staff to ensure continuity of student learning. The Board's Plan and decision-making throughout the school year should consider unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns.
- b. When making staffing scheduling and assignments, the school district must comply with all applicable employment laws including, but not limited to, the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA), and all applicable State laws. Additionally, prior to finalizing any COVID-19 related changes for the 2020-2021 school year, school districts should also consult with the local bargaining units and legal counsel.
- c. SCVTS' Plan identifies roles and responsibilities of school administrators, teachers, instructional assistants, educational services professionals, and student teachers that ensures continuity

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of learning and leverages existing resources and personnel to maximize student success.

- d. As schedules are adjusted, educators must maintain quality instruction for students and abide by the minimum requirements set forth in NJDOE regulations.
- e. In response to COVID-19, the NJDOE has provided flexibilities for implementation of certain regulatory requirements during the public health emergency. While the relevant Executive Orders are in effect, these flexibilities will apply:
 - (1) Mentoring Guidance – Outlines requirements and flexibilities for nontenured teachers with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs.
 - (2) Educator Evaluation Guidance – Provides a description of flexibilities and requirements for educator evaluation necessitated by the state mandated school closures caused by COVID-19. This Guidance applies to all Teachers, Principals, Assistant Principals (APs), Vice Principals (VPs), and Other Certificated Staff for School Year (SY) 2019-2020, and is differentiated for educators with a provisional certification, in the process of earning tenure, and on a corrective action plan (CAP).
 - (3) Certification
 - (a) Performance Assessment (edTPA) Guidance Provides a description of the NJDOE's waiver of the teacher certification performance assessment (edTPA) requirement as necessitated by the COVID-19 state of emergency and related limitations.
 - (b) Additional COVID-19 Certification Guidance – Additional flexibilities are expected to be extended to candidates for certification in response to the

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logical constraints posed by the COVID-19 state of emergency and related limitations.

[See Appendix O – Staffing]

5. In-Person and Hybrid Learning Environments: Roles and Responsibilities
 - a. In a fully in-person or hybrid learning environment SCVTS will leverage staff to monitor student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules can include designated time to support school building logistics required to maintain health and safety requirements.
 - b. Instructional staff should:
 - (1) Reinforce social distancing protocol with students and co-teacher or support staff.
 - (2) Limit group interactions to maintain safety.
 - (3) Support school building safety logistics (entering, exiting, restrooms, etc.).
 - (4) Become familiar with district online protocols and platforms.
 - (5) Plan standards-based lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply to both fully in-person and hybrid learning environments.
 - (6) Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.
 - (7) Provide regular feedback to students and families on expectations and progress.
 - (8) Set clear expectations for remote and in-person students.
 - (9) Assess student progress early and often and adjust instruction and/or methodology accordingly.

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- (10) Develop opportunities for real-time interactions with students (office hours, virtual meetings, etc.).
 - (11) Instruct and maintain good practice in digital citizenship for all students and staff.
 - (12) Instructional staff with additional capacity or limited time spent with students may assist with school building and safety logistics.
 - (13) Teacher leaders and Professors in Residence (PIRs) will provide support to teachers when making necessary curricular adjustments and continuously improving the quality of instruction in remote and hybrid environments.
- c. Mentor teachers should:
- (1) Plan for "in-person" contact with the mentee using agreed upon communication methods and schedules that provide confidentiality and sufficient support.
 - (2) Identify the most immediate issues to address with the mentee considering technology needs and how to provide effective remote instruction.
 - (3) Establish observation protocols for remote environments that protect confidentiality, respect student privacy, and provide the mentee with relevant support.
 - (4) Integrate self-care, for mentor and mentee, into mentoring scheduling and practices.
 - (5) Continue to maintain logs of mentoring contact.
 - (6) Mentor teachers should consider all health and safety measures when doing in-person observations.
 - (7) Plan for "in-person" contact with the mentee using agreed upon communication methods and schedules that provide confidentiality and sufficient support.
 - (8) Consider alternative methods for classroom observations and avoiding in-person contact where possible.

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- d. Administrators - In addition to administrators' non-instructional responsibilities, to ensure quality of continued learning in-person or virtually, administrators will:
- (1) Consider roles for staff with health concerns, leveraging them to enhance the virtual learning environment and inform in-person instruction.
 - (2) Provide time for staff collaboration and planning (See Scheduling section). Prioritize practical science and practical CTE areas for on-site opportunities.
 - (3) Prioritize vulnerable student groups for face-to-face instruction.
 - (4) Identify teachers and teacher leaders that may provide support to staff to continuously improve instruction in a virtual environment.
 - (5) Work with staff and faculty to ensure that teaching and learning, and all student services are effectively and efficiently developed, planned, and delivered.
 - (6) Hone collaboration, cooperation, and relationship building skills using alternative methods to remain connected to virtual instruction.
 - (7) Define and provide examples of high-quality instruction given context and resources available.
 - (8) Assess teacher, student, and parent needs regularly.
 - (9) Ensure students and parents receive necessary supports to ensure access to instruction.
 - (10) Communicate expectations for delivering high-quality instruction, assessing, and monitoring student progress in the virtual environment, in accordance with NJDOE's Professional Standards for Teachers and NJ Professional Standards for Leaders (N.J.A.C. 6A:9).

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- (11) Plan a process to onboard students and reestablish the classroom environment through emphasizing relationships with students and parents and resetting routines.
 - (12) Collaborate on curriculum planning and assessing student academic and social emotional well-being when students return to school.
 - (13) Create feedback loops with parents and families about students' academic and social emotional health and well-being, through use of remote learning conferences and/or surveys to parents about their child's experience and learning while out of school.
 - (14) Share a comprehensive account of academic interventions and social emotional and mental health support services available through the district.
 - (15) Create and communicate realistic student schedules to increase student engagement and accountability for both hybrid and remote learning models.
 - (16) Collaborate in determining expectations for differentiated instruction and rigor in hybrid and remote learning models.
 - (17) Support families in connecting with teachers and other services they need to be successful in navigating the virtual environment.
- e. Educational services staff members should:
- (1) Lead small group instruction in a virtual environment.
 - (2) Facilitate the virtual component of synchronous online interactions.
 - (3) Manage online platform for small groups of in-person students while teacher is remote.
 - (4) Assist with the development and implementation of adjusted schedules.
 - (5) Plan for the completion of course requests and scheduling.
-

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- (6) Assist teachers with providing updates to students and families.
 - (7) Support embedding of SEL into lessons.
 - (8) Lead small group instruction to ensure social distancing.
 - (9) Consider student grouping to maintain single classroom cohorts.
 - (10) Consider alternative methods for one-on-one interactions avoiding in-person contact where possible.
- f. Support staff/paraprofessionals may:
- (1) Lead small group instruction to ensure social distancing.
 - (2) Consider student grouping to maintain single classroom cohorts.
 - (3) Consider alternative methods for one-on-one interactions avoiding in-person contact where possible.
 - (5) Provide real-time support during virtual sessions.
 - (6) Research websites, videos, and links for accessible activities that teachers can incorporate into lessons.
 - (7) Support families and students in accessing and participating in remote learning. Paraprofessionals can be added to online classes as co-teacher.
 - (8) Lead small group instruction in a virtual environment.
 - (9) Facilitate the virtual component of synchronous online interactions.
- g. Substitutes
- (1) Develop contingency staffing plans in case of sudden long-term absences and/or vacancies.

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- (2) Develop roles and responsibilities for substitute teachers in both virtual and hybrid settings.
- (4) Identify areas where additional staff may be necessary: school nurses, counselors, school psychologist.

[See Appendix O – Staffing]

6. Educator Roles Related to School Technology Needs

a. To ensure all staff supporting virtual learning are prepared to provide or support instruction on day one, the school officials should:

- (1) Instructional technology staff members will be available to provide ongoing support with technology to students, teachers, and families.
- (2) Surveys of teachers and families have been used to determine technology needs/access and to consider those students who are sharing personal devices with others.
- (3) To the extent possible, SCVTS will provide district one-to-one instructional devices and connectivity where individual or public wi-fi is unavailable..
- (4) Prior to the start of the school year, district informational email addresses and details regarding access to online platforms will be provided and accessible via the district website..

b. To ensure student teachers are prepared to start supporting instruction on day one, SCVTS will:

- (1) Train student teachers in the use of technology platforms.
- (2) Communicate district expectations/guidelines regarding professional online etiquette/interactions with students.
- (3) Survey student teachers to determine technology needs/access.

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- (4) Virtual instruction is ideal for staff who are at greater risk for the impacts of COVID-19. Accommodations may need to be made for staff with health issues.
- c. Student teachers will assist by:
- (1) Obtaining a substitute credential to gain the ability to support students without supervision as needed.
 - (2) Leading small group instruction (in-person to help with social distancing).
 - (3) Co-teaching with cooperating teacher and maintain social distancing.
 - (4) Managing online classroom for asynchronous hybrid sessions while the cooperating teacher teaches in-person.
 - (5) Implementing modifications or accommodations for students with special needs.
 - (6) Facilitating one-to-one student support.
 - (7) Leading small group instruction virtually while the classroom teacher teaches in-person.
 - (8) Providing technical assistance and guidance to students and parents.
 - (9) Developing online material or assignments.
 - (10) Pre-recording direct-instruction videos.
 - (11) Facilitating student-centered group learning connecting remote and in-person students.
- d. Additional Staff Concerns - SCVTS will also be prepared to navigate additional staffing concerns and topics and may also consider:
- (1) Best practice and guidance from the American Academy of Pediatrics encourages in-person instruction when possible, social distancing requirements, however, limit in-person

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capacity to approximately 50% given our building and classroom size.

- (2) Develop and communicate a plan of accountability that identifies how teachers will monitor and assess student performance. This includes how they grade students (Grades Pre-K through twelve).
- (4) Roles and responsibilities of teacher leaders and PIRs include supporting teachers in making necessary curricular adjustments and continuously improving quality of instruction through remote and hybrid structures.
- (5) School counselors, mental health and wellness personnel and Linkages counselors remain available to all staff to address student trauma, social emotional learning, and digital citizenship.

[See Appendix O – Staffing]

7. Athletics

Under Executive Order 149, high school sports under the jurisdiction of the NJSIAA may resume only in accordance with reopening protocols issued by NJSIAA and cannot resume earlier than June 30, 2020.

[See Appendix P – Athletics]

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C. Policy and Funding

The impact of the COVID-19 pandemic presents many fiscal challenges to the school district for delivery of instruction and related services to students in addition to other basic operational needs. Readying facilities, purchasing supplies, transporting, and feeding students may look drastically different in the 2020-2021 school year. The Policy and Funding section of the Board's Plan focuses on existing and pending Federal and State legislation, regulations, and guidance.

1. School Funding

- a. The Board is exploring options to obtain the maximum amount of available revenue to minimize expenditures and for fiscal planning in the face of considerable uncertainty. The options the Board shall explore include, but are not limited to, the following:

- (1) Elementary and Secondary School Emergency Relief Fund;
- (2) Federal Emergency Management Agency – Public Assistance; and
- (3) State School Aid.

- b. School District Budgets

Districts have finalized their FY20 budget year and have already finalized their FY21 budgets. Because of the timing of the budget process, many of the activities listed below have not been, and cannot be, factored into either budget year without additional revenue outside the amount they anticipated for FY21 in February, and budget transfers that current statute does not authorize at the start of the school year.

- c. School Funding

School officials will review the Policy and Funding section of the NJDOE Guidance that includes information on Federal and State funding sources; purchasing practices; use of reserve accounts, transfers, and cash flow; and costs and contracting, including E-Rate funding and cooperative purchasing contracting.

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(1) Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

(2) Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education prior to performing certain budget actions, such as withdrawing from the emergency reserve or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

(3) Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

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D. Continuity of Learning

Ensuring the continuity of learning is critically important during this time of great stress for families, educators, and students. The move to a fully virtual learning environment happened quickly and created significant challenges for staff and students, particularly students already considered at-risk prior to the pandemic. School officials should work closely with their stakeholders to ensure decisions are made collaboratively and transparently and prioritize safely returning students who are in need of in-person instruction. This may include, but is not limited to, students with disabilities, English language learners (ELL), homeless youth, and low-income students.

Curriculum, instruction, assessment, professional learning, and career and technical education (CTE) are all constructs that can be adjusted to serve as levers for equity.

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities
 - a. Consistent with guidance from the United States Department of Education, SCVTS must continue to meet their obligations under the Federal Individuals with Disabilities Education Act (IDEA) and the New Jersey State special education regulations for students with disabilities to the greatest extent possible.
 - b. In accordance with the Extended School Year (ESY) Guidance issued by the NJDOE, student IEPs that currently included ESY services should be implemented to the greatest extent possible during the COVID-19 pandemic.
 - c. The NJDOE recommends that districts consider the following when addressing the education of students with disabilities for the 2020-2021 school year:
 - (1) Procedures to address the return to school of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of a 504 Plan.

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- (2) IEP teams should review student data/student progress to determine whether critical skills were lost during the period in which remote instruction was being provided to students and determine the need for additional services to address learning loss.
- (3) IEP teams should consider the impact of missed services on student progress towards meeting IEP goals and objectives, and determine if additional or compensatory services are needed to address regression and recoupment of skills within a reasonable length of time.
- (4) IEP teams should develop procedures to complete overdue and/or incomplete evaluations to determine eligibility for special education services.
- (5) The use of school guidance department staff and Child Study Team personnel to identify students whose postsecondary plans may have been adversely affected by the COVID-19 pandemic and provide support, resources, and assistance, which may include facilitating connection to community organizations, scholarship programs, county, State, and Federal opportunities to access support.
- (6) Clear communication to the parents of the procedures for student referrals and evaluations to determine the eligibility for special education and related services or a 504 Plan as required by Federal and State law.

2. Technology and Connectivity

- a. SCVTS will strive to ensure that every student has access to a device and internet connectivity. Additionally, SCVTS will include in their reopening plan, steps taken to address the technology deficit and how it will be resolved as soon as possible.
- b. SCVTS has:
 - (1) Conducted needs assessments.
 - (2) Is considering the attendant needs associated with deployment of needed technology, including student and parent trainings and acceptable use policy implementation.

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- (3) Prioritizing the purchase and roll-out of 1 to 1 devices and/or connectivity.
- (4) For students with special needs, accommodations according to their instructional program will be addressed as appropriate for each student.

3. Curriculum, Instruction, and Assessment

- a. In planning curriculum, instruction, and assessment for reopening, SCVTS is focusing on building staff capacity to deliver highly effective instruction in hybrid environments as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).
- b. School officials have developed a Plan that is innovative, cultivates a clear sense of shared purpose and goals, encourages collaboration among educators, and fosters an effective partnership approach with students' family members and/or caregivers.
- c. Virtual and Hybrid Learning Environment
 - (1) Curriculum
 - (a) Educators will be tasked not only with delivering curriculum, but also structuring the curriculum to account for the loss of learning that may have resulted from the extended school building closures.
 - (b) To accelerate students' progress during the upcoming school year, administrators and educators will be tasked with identifying what unfinished learning needs to be addressed.
 - (c) Accelerated learning focuses on providing students with grade-level materials, tasks, and assignments along with the appropriate support necessary to fill the most critical gaps in learning. Accelerated learning seeks to help educators utilize classroom time as efficiently as possible.

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- (d) Special attention will be given to students seeking industry credentials and required skill-based hours unattainable via virtual instruction.
- (2) Instruction
- (a) SCVTS is preparing for the upcoming school year, with instructional plans that are flexible, creative and innovative approaches and taking advantage of the strengths of school leaders, teachers, students, and family and community members so that students are best equipped to adapt to the changing learning environments as may be necessary.
 - (b) In crafting an instructional plan, SCVTS has considered the following:
 - (i) Developing a shared understanding among staff, students, and families across career pathways regarding learning expectations, and anticipated environments (hybrid approaches to instruction, virtual platforms, learning management systems, etc.) and expectations for interactions to ensure that all students have access to high-quality instruction.
 - (ii) Designing for student engagement and fostering student ownership of learning.
 - (iii) Developing students' meta-cognition.
 - (iv) Collaborating with school leaders and educators to determine what types of supports are needed for effective pedagogical approaches during remote or hybrid instruction.
 - (v) Assessing the district's data on how various demographics experience instruction during remote or hybrid learning; particularly for newcomer students and students with lower English language proficiency levels.
 - (vi) Assessing various career pathways regarding levels of engagement and access in an in-person, virtual, or hybrid learning environment.
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- (3) Assessment
 - (a) For the purpose of this Plan, the different assessment types are as follows: pre-assessment; formative; interim; and summative.
 - (b) Educators are focused on locally developed pre-assessments and formative assessments upon returning to school.
 - (c) In the absence of Spring 2020 summative assessment data, the school district will identify alternate sources of prior assessment data which may complement data driven decision-making regarding remediation efforts.
 - (d) Online pre-assessments and formative assessments will be leveraged in either a fully virtual or hybrid learning environment to support the evaluation of student strengths and the areas for improvement, and to inform next steps, including determining whether remediation is required for an entire group of students or on an individual student basis.
 - (e) Pre-assessments administered at the start of instructional units should be limited to informing instruction plans with respect to gaps in the mastery of standards while continuing to move students forward at current grade-level.
 - (i) Such pre-assessments will be incorporated into regular classroom activities and to the greatest extent practicable, should not interfere with student learning opportunities as schools reopen.

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4. Professional Learning
 - a. SCVTS will provide professional learning that will better equip leaders, staff, substitutes, students, and parents to adapt to altered educational environments and experiences.
 - b. SCVTS is focused on professional development to address the learning loss for the most vulnerable populations and preparing and supporting educators in meeting the social, emotional, health, and academic needs of all students.
 - c. Professional learning opportunities are:
 - (1) Presented at the beginning of the year, and during the summer months;
 - (2) Presented throughout the school year via Professional Learning Communities, teacher leader supports, and Professors in Residence via William Paterson University, and through various live and virtual training courses;
 - (3) Presented in order to grow each educator’s professional capacity to deliver developmentally appropriate, standards-based instruction remotely;
 - (4) Presented to include the input and collaboration of stakeholders, including all staff, parents, and community members; and
 - (5) Professional development plans (PDPs) for teaching staff and administrators, as always, will remain flexible and adaptable to the changing needs of the district, school, and individual educator.
 - d. Mentoring and Induction
 - (1) Induction will be provided for all novice provisional teachers and teachers new to the district.
 - (2) Mentoring will be provided by qualified mentors to novice provisional teachers.
 - (3) Mentors will provide sufficient support and guidance to novice provisional teachers working in a remote environment.

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- (4) Mentoring will be provided in both a hybrid and fully remote learning environment.
- (5) Use online collaborative tools to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.
- e. Evaluation
 - (1) SCVTS will modify annual evaluation training to highlight procedures and processes which would be impacted due to potential hybrid scheduling.
 - (2) SCVTS will develop observation schedules with a hybrid model in mind.
 - (3) SCVTS will continue to convene the District Evaluation Advisory Committee (DEAC) meeting to review evaluation policies and procedures.
 - (4) SCVTS will consider the School Improvement Panel's (SciP) role in informing professional learning, mentoring, and other evaluation-related activities.
 - (5) SCVTS will consider the requirements and best practices involved with provisional status teachers, nontenured educators, and those on Corrective Action Plans.
- 5. Career and Technical Education (CTE)
 - a. It is critical to maintain the integrity and safety of approved CTE programs and ensure that all CTE students are reached Statewide.
 - b. The Office of Career Readiness has established guiding principles to help administrators and educators make informed decisions about how, when, and to what extent career and technical education can be safely offered.
 - c. Guiding Principles
 - (1) It is essential that when SCVTS is consider innovative learning models for CTE during a time of social distancing, the State Plan Foundational Elements of Equity of Opportunity and Access as well as Partnerships must be considered.

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- (2) The State Plan Goals of Quality Programs, Work-Based Learning (WBL), Career Advisement and Development, and CTE Teacher Recruitment and Retention will also be considered as CTE programs are adapting to new learning environments.
- d. Quality CTE Programs
- (1) When planning for in-person instruction, SCVTS will examine current curriculum content and evaluate which content is most critical in meeting the requirements of NJSLs, CTE Core Content Standards, industry certifications, college credit agreements, etc.
 - (2) During a time when some credentials may not be accessible online or through other virtual means, it is necessary to ensure students have access to appropriate industry-recognized, high-value credentials.
- e. Work-Based Learning
- Students must be provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person. SCVTS will consider work-based learning opportunities addressed in the administrative code.
- f. Career Advisement and Development
- Strong career advisement in conjunction with business and community partnerships are essential components of CTE programs and cannot be compromised in a time of increased social distancing; therefore, modifications will be developed to maintain program quality.
- g. CTE Recruitment and Retention
- CTE teachers require support in transforming their curricula and shifting their instructional practices to meet the needs of the changing classroom environments in a time of social distancing.
- h. Funding to Support CTE Programs
- SVTS has the ability to utilize the CARES Act – Elementary and Secondary School Emergency Relief Fund (ESSER) grants, local district funding, Perkins funding (if eligible), discretionary grant funding (if participating), and other Federal entitlement funds.

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Appendices

Restart and Recovery Plan to Reopen Schools

Somerset County Vocational & Technical Schools Board of Education

Fall 2020

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Appendix A

Critical Area of Operation #1 - General Health and Safety Guidelines

Conduct staff training

Introduce all returning staff to new and updated policies, procedures, and protocols prior to students returning to school.

Obtain written acknowledgement of training and compliance to new protocols from each staff member.

Conduct audits of buildings, classrooms and employee spaces prior to students and staff returning.

Discourage close gatherings of individuals by closing areas where congregating generally takes place, where practical.

Keep documentation of COVID-19 related adjustments.

Regularly evaluate the effectiveness of new measures implemented.

Protocol for High Risk Staff Members

According to the CDC, the risk of getting severely ill from COVID-19 increases as you get older. In fact, as of this writing, 8 out of 10 COVID-19 reported deaths were individuals aged 65 or older. Additionally those persons with severe underlying medical conditions like heart or lung disease or diabetes, cancer, COPD, chronic kidney disease, immunocompromised states, obesity, sickle cell disease, and type 2 diabetes seem to be at higher risk for developing complications from COVID-19 illness. The list of conditions is lengthening to include additional conditions (see CDC updated list for high risk predispositions).

Staff conflicted regarding their risk level will need to seek medical consultation regarding return to work recommendations. The district will seek options based upon needs evidenced by the employee's physician and when necessary, via the districts' physician. Utilizing sick and vacation time, FMLA, Federal Cares Act options or as a last resort unpaid leave time may be used in cases where employees are unwilling or unable to return to work. In cases where remote instruction or working from home is a viable option, the district will seek this option using a 504 mechanism. Throughout the planning

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process the district will engage the employee in collaborative conversations to assess needs regarding specialized PPEs, leave accommodations, schedules or location changes.

Protocol for High Risk Students

Students with disabilities (IEPs) or 504 plans will be assessed in terms of needs relative to the hybrid instructional model. Whereas the in-person model is deemed to be high risk despite the precautionary measures recommended and in place, a virtual option of instruction will be implemented.

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Appendix B

Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

Social Distancing in Instructional and Non-Instructional Rooms

Students and staff are expected to continue to practice social distancing of 6 feet or more when possible. All must adhere to the face covering requirement both in instructional and non-instructional rooms (see exceptions Pg.14 (6) (a-e)).

Students will be issued chromebooks and permitted to use personal calculators in an effort to reduce sharing of items. Hand sanitizer will be available in each classroom in addition to cleaning supplies to maintain cleanliness during class time and prior to implementation of custodians cleaning and disinfecting procedures.

Procedures for Hand Sanitizing/Washing

Handwashing is one of the best ways to protect yourself from getting sick. Students will be encouraged to refrain from touching their eyes, nose, and mouth with unwashed hands, and blowing their nose, coughing or sneezing into their hands and touching others or common objects.

Students will be encouraged to wash their hands before eating, after using the toilet, after blowing their nose, sneezing, or coughing, after touching garbage. Students will be advised to wash after being in public places where items were touched by others.

Signs indicating proper hand washing techniques will be posted in rest rooms. When washing hands is not practical, hand sanitizer will be available for use. Sanitizer used at SCVTS will consist of at least 60% alcohol.

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Appendix C

Critical Area of Operation #3 – Transportation Ventilation systems

Student Transportation

Students are required to be transported to vocational schools by each student's sending district. Students will be advised of their home district's busing protocols and encouraged to comply (see below).

Social Distancing on School Bus Procedures to Reduce the Spread of Contagion

- To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.
- Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;
- Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so (such as having sufficient time between routes);

SCVTS is planning in-person instruction for 50% of their total student population, using an A/B schedule. Efforts are being made to reduce each sending district's capacity to 50% where practicable. This will contribute to ensuring social distancing can occur on each bus.

SCVTS has one bus and one van that is used for transporting students during the day.

Proper cleaning and sanitizing protocols are in place for vehicles to be cleaned and disinfected each day after each use.

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Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

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Appendix D

Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

Location of Student and Staff Screening

Daily symptom checks and reporting will be the responsibility of all staff, prior to entering the school building. Upon signing in each staff member will attest to temperature checks and symptom monitoring as well as exposure to confirmed cases and travel to states deemed hot spots.

Social Distancing in Entrances, Exits and Common areas

All students will enter the building through a limited number of doors at which time temperature screenings will occur. Parents and students over 18 will attest to daily conducting temperature screenings prior to getting on the bus or entering the building for those opting for personal transportation.

Classes will be modified to accommodate 11- 14 students (50%) capacity to enable social distancing.

Students will be released from class on a staggered basis to reduce numbers and interactions in the hallways.

Exits will be limited so that social distancing can be monitored and enforced. Common areas will be structured so that fewer students are in the common spaces at one time so that students are able to remain 6 feet apart.

All staff and students will be required to wear face coverings throughout the day, with specific opportunities built in for breaks so that coverings can be removed in an isolated area.

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Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

SCVTS has developed protocols in consultation with the Local Health Department (LHD) addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:

Screening Procedures for Students and Staff

- Staff will be required to sign in each day attesting to their compliance with morning temperature checks before leaving home, and cooperating with intermittent checks during the day as practicable. Staff will also attest each day to being symptom free before coming to the workplace.
- Health checks will be done safely and respectfully according to privacy laws and regulations.
- Results will be documented when signs and symptoms of COVID-19 are observed.
- Any screenings will take into account the student's disability and any need for accommodations.
- Parents and students over the age of eighteen will attest to complying with requirements to take temperatures each day prior to leaving for school and submitting to temperature checks upon entry as practicable.
- Daily attestations will include admission that the student is symptom free and has not traveled to any state deemed a "hot spot" whereas quarantine is required by a Governor's executive order. These circumstances are not static and attestations will be updated to include changes.

Protocols for Symptomatic Students and Staff

- SCVTS will have an isolation room/area (such as a cot in the corner of a classroom that can be used to isolate a sick child , ensure that there is enough space for multiple people placed at least 6 feet apart (in the case that there are multiple persons involved).
- Persons will be isolated in a separate room while they wait to be picked up or until they can leave on their own. The district will ensure that they have hygiene supplies available including face covering, facial tissues, and alcohol based hand rub.
- Staff who are monitoring the student or staff member with symptoms should wear a cloth face mask and practice social distancing.

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- Health departments are working on metrics to be considered for closure of schools regarding exposure rates as they monitor these rates.

Protocols for Face Coverings/ PPE

- Students and staff will be required to wear face coverings in the classroom and in public places where others are present. The following exceptions will be in effect:
 - Doing so would inhibit the individual's health
 - Individual is in extreme heat outside
 - The individual is in water
 - A student's documented medical condition or disability precludes the use of face coverings
 - The student's proximity to dangerous tools, supplies or equipment would increase risk of hazards if a face covering was worn. In these cases, a shield is recommended and 6' distancing will be observed where practical.
 - Visitors will only be permitted in the school building by appointment with the Administration.
 - Masks for all visitors and contracted workers are required when in open/public places.
 - Sanitizing stations will be available in each classroom and at entrances/exits and toilet rooms.

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Appendix F

Critical Area of Operation #6 - Contact Tracing

SCVTS will be working with local Health Departments to perform contact tracing to identify close contacts. School nurses will likely be the liaison with contact tracers. Administration and teachers will work with the school nurses to determine or communicate with the local Health Department representatives and with the school physician.

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Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

Routinely cleaning and disinfecting surfaces and objects that are frequently touched as follows:

- Classroom desks and chairs;
- Lunchroom tables and chairs;
- Door handles and push plates;
- Handrails;
- Kitchens and bathrooms;
- Light switches;
- Handles on equipment (e.g. athletic equipment);
- Buttons on vending machines and elevators;
- Shared telephones;
- Shared desktops;
- Shared computer keyboards and mice;
- Drinking fountains;
- School bus seats and windows

Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are [EPA-approved for use against the virus that causes COVID-19](#) (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.

Sanitizing bathrooms daily, or between use as much as possible, using [protocols outlined by the Environmental Protection Agency \(EPA\)](#). In addition:

- Limiting the number of students who can enter at one in order to avoid crowds;
- Designating staff members to enforce limited capacity and avoid

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overcrowding;

- Installing no-touch foot pedal trash cans, if possible;
- Propping doors open to avoid touching handles; and
- Including appropriate signage about the benefits of handwashing.

Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;

Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;

Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom;
- Entrances and exits of buildings;
- Near lunchrooms and toilets.
- For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
- Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);
- Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
- Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:

- Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
- Provide a certification that, before the route commenced, the required

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was process completed as required.

- The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
- These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.

Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;

Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;

On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.

Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.

Placing physical barriers, such as plastic flexible screens, in high traffic areas where social distancing cannot be maintained.

Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

- Close off areas used by a sick person and do not use before cleaning and disinfection;
- Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
- Open outside doors and windows to increase air circulation in the area; and
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
-

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Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

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Appendix H

Critical Area of Operation #8 – Meals

Cafeteria/group dining areas:

- The district is adding a 4th lunch period.
- Students will be allowed to have lunch outside to allow for social distancing.
- Students will not be permitted to self-serve; cafeteria staff will place all items on student trays. Salad bar will be eliminated from the serving line as well as any self-serve buffets, condiments, etc.
- Students will be issued pin numbers to identify themselves to the cashier. Parents will be encouraged to use the district's POS system rather than cash.
- Plexiglass will be installed as a barrier between cafeteria staff and students.
- Cafeteria tables/surfaces will be cleaned and sanitized between each meal service, pursuant to the protocols outlined by the EPA.
- Students will be spaced six feet apart.
- Cafeteria staff must wash hands after removing gloves or after directly handling used food service items.
- Grab and go breakfasts and lunches will be prepared

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Appendix I

Critical Area of Operation #9 – Physical Education

- Locker rooms for students will be closed
- Students will be encouraged to wear comfortable clothes on PE days in order to participate in modified Physical education activities.

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Appendix J

Critical Area of Operation #10 - Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

- Field trips are being cancelled until January when evaluation of COVID-19 circumstances can take place to either reinstate or continue the cancelation.
- Extra -curricular activities will take place during the school day with proper safety protocols in place.
- All outside agency rentals are being discontinued with the exception of contracted educational service providers.

RESTART & RECOVERY PLAN

Appendix K

Academic, Social, and Behavioral Supports/Technology

Resources for Technology Procedures & Support/ Communication of resources

- Online resources and guides on website (special remote learning section)
- Surveys to parents/students/faculty/staff
- Principal's weekly InstantAlert messages
- Student Handbook
- Emails to parents/school community
- Physical packets to start the year
- NJDOE - The Road Back - Restart and Recovery Plan

Technology Support

- Tech Support online request
- Tech Support hotline for offsite support
- Online Resources for teaching and learning
- Moodle
- Technology PLC
- Workshops
- Professional Development

In-person training/PD for online teaching

- Zoom (Supervisor of learning technology)
- Google Classroom (Teacher Leaders)
- Teaching and learning online
- Online resources

Staff Resources to Support Online Learning

- Staff Issued Chromebooks
- GoGuardian
- WeVideo

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- Flipgrid
- Online educational content
- Genesis

Technology Device Sanitization

- Alcohol and water solution - Safe for most tech equipment
- UV sanitization
- Classroom disinfecting wipes
- Relocation of Main Office attendance kiosk
- Daily cleaning of Interactive boards
- Classroom misting sanitization

Advantages of 1-to-1 take home

- Laptops - high touch surfaces
- Enhance student instruction
- Device equitability / standard platform
- Hot spots purchased for students without internet or availability of public wi-fi

One-to-One Chromebook - Logistics

- Full Time - 1:1 take home
 - ~350 Chromebooks assigned
- Share Time
 - ~200 Chromebooks remain in class for Share Time and backup usage
- Cases for Chromebooks - Quantity 350 (None available)
- Devices distributed during English class sections - 4 days total
 - Provide Avery labels - help identify device
 - Provide sign out sheets to teachers
- Genesis - Chromebook check out flag
- Student tech support - Cafeteria - first week(s)

Prep for 1:1 - Task List

- Clean and sanitize all Chromebooks
- Verify full operation and functionality

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- Configure at home filtering
- Update all devices
- Dismantle Chromebook carts and chargers
- Prepare inventory lists

Deliver to distribution classrooms

Behavioral Supports

Three areas of Wellness to be addressed for reopening;

1. Staff support and education
2. Student support and intervention
3. Climate and culture

Teacher/Staff PD prior to school starting for students with the focus being on sharing concerns, feelings, and ideas regarding returning to school and working with students under restrictions. This will start a dialogue that will be supportive of each other and validating concerns they may have. Teachers/staff need to take care of themselves first before taking care of students. Smaller break out groups will be offered after PD for discussions on the Self Awareness and Self Management areas in a smaller more personal setting.

Staff training will also include strategies in working with students upon reopening

- Identifying students with prior risk factors such as anxiety, depression, etc
 - In classroom reflection/discussion with students regarding their concerns or experiences related to the quarantine/COVID
 - Providing resources to students

Develop a Staff Wellness PLC/Group 1x per week to provide continued support staff

- Cultivate and encourage peer leaders and peer support groups
- Climate and Culture.
 - Provide resource information and supportive messages throughout the school, announcements, in classrooms, etc.

RESTART & RECOVERY PLAN

Appendix L

Restart Committee

SCVTS has convened a multi-disciplinary reopening committee and 7 subcommittees, consisting of district level administrators, members of the local Board of Education, President and Vice President of the SCVTEA, and a diverse set of content experts, educators, parents and students.

The 7 restart sub-committees are focused on the following topics: Wellness, Facilities, Governance, Instruction, School operations, Technology/Communications, and Post secondary advancement.

Subcommittees consult with stakeholders on the local, county and state level to inform the decision making process. In addition to in-person and virtual planning meetings the group has solicited input from the entire educational community with separate survey data being gleaned from students instructional and support staff as well as parents and families.

The department of education representatives have been communicated with regarding special needs students, career and technical education , legislative matters, as well as operational and instructional matters. Law enforcement and Health experts have weighed in on health protocols and safety and security measures.

The latest information promulgated by CDC, OSHA, The American Academy of Pediatrics has been incorporated where relevant for additional clarification and safety precautions.

RESTART & RECOVERY PLAN

Appendix M

Pandemic Response Teams

A district wide Pandemic Response Team has been established to centralize, expedite, and implement COVID-19 related decision-making. School level teams provide input to the district plan.

The school level input is reported to the district team, through lead administrators charged with specific areas of focus. The co-chairs of the district team report to district-level administrators to ensure coordinated actions across the district.

The school and district level teams solicit input from a cross section of administrators, teachers, staff, and parents.

Pandemic Response Teams represent a cross-section of the school district, including gender and racial diversity, so that decision-making and communication is more effective and relevant to the community.

The district's existing School Security and Crisis Response Team, serves as the Pandemic Response Team.

Pandemic Response Team is comprised of, at a minimum, the following members, if applicable:

- School Principal;
- Teachers;
- Child Study Team member;
- School Counselor and mental health experts;
- Subject Area Supervisors;
- School Nurse;
- Teachers representing academics and Career and technical education programs;
- School safety personnel and School resource officers;
- Director of building and grounds or designee;
- Superintendent; and
- Parent representative

The Pandemic Response Team is responsible for:

- Overseeing the school's implementation of the Plan, particularly health and safety measures, and providing safety and crisis leadership;
- Adjusting or amending school health and safety protocols as needed;

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- Providing staff with needed support and training;
- Reviewing school level data regarding health and safety measures and the presence of COVID-19 and reporting that data to the district as required;
- Developing and implementing procedures to foster and maintain safe and supportive school climate as necessitated by the challenges posed by COVID-19;
- Providing necessary communications to the school community and to the school district;
- Creating pathways for community, family, and student voices to continuously inform the Team's decision-making.

The Pandemic Response/ Safety and Security team meets monthly and will adjust its meeting schedule to meet weekly or as often as needed to address any changes to protocols and communicate such changes relative to COVID-19 emergency.

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Appendix N

Scheduling of Students

Plans to assess and update student enrollment and attendance policies are being made based on DOE guidance. At the close of the previous year, attendance policies were relaxed so that students would not be penalized given the various circumstances existing for device acquisition and internet inaccessibility.

This year it is expected that all students will have equal access to devices and the internet. Although timing of access will differ among families, SCVTS expects that its attendance procedures will be flexible enough to accommodate such variations during remote instructional days.

Using the guidance of the NJDOE, teachers will take attendance during assigned teaching periods

- Daily attendance will be generated during the student's first period class of the day.
- Daily attendance, for the share time students who attend in the afternoon session, will be generated during period 7.
- Teachers will take attendance during each period of in-person instruction.
- During virtual instruction, teachers will record student attendance the next in-person teaching day when students provide the teacher with the work assigned while in remote instruction.

Parent communications:

- Periodic parent surveys have been generated and sent to parents to solicit feedback for returning to school

Student schedules:

- Master teaching schedules are being created with the following in mind:
 - Student and faculty arrival/dismissal schedules,
 - bus schedules,
 - lunch schedules for staff and students, and;

RESTART & RECOVERY PLAN

- bell schedules with social distancing guidelines and facility access control in mind.

SCVTHS will generate an A-Day/B-Day schedule.

- A-Days (M & W)
- B-Days (T & Th)
- Alternating A-Day/B-Days (F)
- No changes in arrival/dismissal schedules to date.
- Staggered arrival/dismissal times are in discussion depending on teacher availability

The goal is to have 50% of the student population in each classroom to accommodate social distancing practices.

- Academic classrooms have been measured and it has been determined that 11-14 students will comfortably fit in each classroom.
- Classrooms with desks can accommodate up to 14 students.
- Classrooms with tables can accommodate up to 11 students.

SCVTHS will move to a 1:1 chromebook system:

- Full time students will be issued a chromebook during their English classes.
- The “Appropriate Use of Technology Form” will be updated to reflect the 1:1 chromebook system.
- Chromebooks will be updated and appropriate software will be uploaded to each for safety measures.
- Classroom chromebook carts will be modified to accommodate at least 5 chromebooks in the event students forget to bring their school issued chromebook to school
- Sanitizing protocols will be in effect if the classroom chromebooks are used.

Student & Teacher Handbooks:

- Updates will include NJDOE & CDC guidance for social distancing and mask protocol.
- Training of new teachers and substitutes will be provided prior to the start of the new school year.

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Appendix O

Staffing

Staffing Guidance:

- Surveys are being generated to assess the staffing needs of the district.
- Interviews are conducted virtually.
- District administrators will take into consideration staff needs, possible accommodations and legal requirements to deal with return to work (labor) issues and problems.

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Appendix P

Athletics

NJSIAA phase 1&2 guidance for “Return to Play “ has been shared with the coaches and PE teachers. Phase 3 guidance is forthcoming. Locker rooms will be closed to students.

Although coaches have been interviewed and selected, Board approval has been postponed in anticipation of phase 3 directives.

Positions for the fall are tenuous and will be prorated if the season is cancelled and/or reduced. Spring sports will be assessed at a later date.

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CHART OF USEFUL LINKS

Conditions for Learning		
Section	Title	Link
Critical Area of Operation #1	CDC Activities and Initiatives supporting the COVID-19 Response and the President’s Plan for Opening American Up Again	https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-day-camps.html%20-%20page=46
	Childcare, Schools, and Youth Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
	People Who Are at Increased Risk for Severe Illness	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
	Reopening Schools in the Context of COVID-19: Health and Safety Guidelines from Other Countries	https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief
Critical Area of Operation #2	ASHRAE Offers COVID-19 Building Readiness/Reopening Guidance	https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance
	When and How to Wash Your Hands	https://www.cdc.gov/handwashing/when-how-handwashing.html
Critical Area of Operation #3	Bullock announces phased approach to reopen Montana	https://nbcmontana.com/news/coronavirus/bullock-announces-phased-approach-to-reopen-montana
	What Bus Transit Operators Need to Know About COVID-19	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html
Critical Area of Operation #4	Stop the Spread of Germs (Printable Poster)	https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf
	Handwashing (Printable Posters)	https://www.cdc.gov/handwashing/posters.html

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Critical Area of Operation #5	Communicable Disease Service	https://www.nj.gov/health/cd/
Section	Title	Link
	COVID-19: Information for Schools	https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml
	Quick Reference: Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19	https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf
	Guidance for Child Care Programs that Remain Open	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html
	General Business Frequently Asked Questions	https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
Critical Area of Operation #7	Guidance for Cleaning and Disinfecting	https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf
	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Critical Area of Operation #8	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
Social Emotional Learning and School Climate and Culture	A Trauma-Informed Approach to Teaching Through Coronavirus	https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus
	CASEL – An Initial Guide to Leveraging the Power of Social and Emotional Learning as You Prepare to Reopen and Renew Your School Community	https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf
Multi-Tiered Systems of Support (MTSS)	New Jersey Tiered System of Supports (NJTSS) Implementation Guidelines	https://www.nj.gov/education/njtss/guidelines.pdf
	RTI Action Network	http://www.rtinetwork.org/
	The Pyramid Model: PBS in Early Childhood Programs and its Relation to School-wide PBS	https://challengingbehavior.cbcs.usf.edu/docs/Pyramid-Model_PBS-early-childhood-programs_Schoolwide-PBS.pdf
Wraparound Supports	SHAPE	http://www.schoolmentalhealth.org/SHAPE/

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	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Coronavirus Resources for Mentoring	https://nationalmentoringresourcecenter.org/
Section	Title	Link
Food Service and Distribution	Benefits of School Lunch	https://frac.org/programs/national-school-lunch-program/benefits-school-lunch
Quality Child Care	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Division of Early Childhood Education	https://www.nj.gov/education/ece/hs/agencies.htm
Leadership and Planning		
Section	Title	Link
Scheduling	New Jersey Specific Guidance for Schools and Districts	https://www.nj.gov/education/covid19/sped/guidance.shtml
Staffing	Mentoring Guidance for COVID-19 Closures	https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml
	Educator Evaluation During Extended School Closure as a Result of COVID-19	https://www.nj.gov/education/covid19/teacherresources/eevaluation.shtml
	Performance Assessment Requirement for Certification COVID-19 Guidance	https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml
	Educator Preparation Programs and Certification	https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml
Athletics	Executive Order No. 149	http://d31hzhk6di2h5.cloudfront.net/20200530/7d/e6/d1/5c/09c3dc4d1d17c4391a7ec1cb/EO-149.pdf
	NJSIAA COVID-19 Updates	https://www.njsiaa.org/njsiaa-covid-19-updates
	NJSIAA provides return-to-play guidelines – Phase 1	https://www.njsiaa.org/events-news-media/news/njsiaa-provides-return-play-guidelines-phase-1
	Guidance for Opening up High School Athletics and Activities	https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf
Policy and Funding		
Section	Title	Link

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Elementary and Secondary School Emergency Relief Fund	CARES Act Education Stabilization Fund	https://www.nj.gov/education/covid19/boardops/caresact.shtml
	NJDOE EWEG	https://njdoe.mtbgms.org/NJDOEGMSWeb/logon.aspx
FEMA – Public Assistance	Request for Public Assistance (RPA) Process	https://njemgrants.org/site/rpasubmission.cfm
Section	Title	Link
Purchasing	New Jersey School Directory	https://homeroom5.doe.state.nj.us/directory/district.php?districtname=educational+services+commission
	NJSTART	https://www.njstart.gov/bso/
	Division of Local Government Services	https://www.nj.gov/dca/divisions/dlgs/
	Local Finance Notice – Coronavirus Response: Emergency Procurement and Use of Storm Recovery Reserves	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-06.pdf
	Local Finance Notice – COVID-19 – Supplemental Emergency Procurement Guidance	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-10.pdf
Costs and Contracting	E-rate	https://www.usac.org/e-rate/
	Technology for Education and Career (NJSBA TEC)	https://www.njsba.org/services/school-technology/
Continuity of Learning		
Section	Title	Link
Ensuring the Delivery of Special Education and Related Services to Students with Disabilities	IDEA	https://sites.ed.gov/idea/
	Guidance on the Delivery of Extended School Year (ESY) Services to Students with Disabilities – June 2020	https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml
Technology and Connectivity	Joint Statement of Education and Civil Rights Organizations Concerning Equitable Education	https://www.naacpldf.org/wp-content/uploads/Joint-Statement-of-National-Education-and-Civil-Rights-Leaders-

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	during the COVID-19 Pandemic School Closures and Beyond	on-COVID-19-School-Closure-Updated-FINAL-as-of-5.15.2020.pdf
Curriculum, Instruction, and Assessment	Learning Acceleration Guide	https://tntp.org/assets/set-resources/TNTP_Learning_Acceleration_Guide_Final.pdf
	Mathematics: Focus by Grade Level	https://achievethecore.org/category/774/mathematics-focus-by-grade-level
	Teacher Resources for Remote Instruction	https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml
	NJDOE Virtual Professional Learning	https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml
Section	Title	Link
Professional Learning	Distance Learning Resource Center	https://education-reimagined.org/distance-learning-resource-center/
Career and Technical Education (CTE)	Communicable Disease Service	https://www.nj.gov/health/cd/topics/covid2019_schools.shtml
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

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POLICY GUIDE

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Religion in the Schools
June 20

[See POLICY ALERT Nos. 164 and 220]

2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. **The First Amendment requires public school officials will to show be neutral in their treatment of religion in the school district, showing** neither favoritism toward nor hostility against religious expression **such as prayer. Accordingly, devotional exercises will be permitted in this district.**

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to: in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion:** prayer during **non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time; religious expression and prayer in classroom assignments; student assemblies and extra-curricular noncurricular events; prayer at graduation; and/or baccalaureate ceremonies; devotional exercises and other prayer and/or religion-related activities.**

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.** The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



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Religion in the Schools

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



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Religion in the Schools

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – February 7, 2003

January 16, 2020

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted:



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~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

June 20

M

[See POLICY ALERT Nos. 190, 217, and 220]

~~2431.3 PRACTICE AND PRE SEASON HEAT ACCLIMATION FOR
SCHOOL SPONSORED ATHLETICS AND EXTRA CURRICULAR
ACTIVITIES~~

HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat participation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.

The NJSIAA Policy shall address:

1. The scheduling of practice or games during times of various heat and humidity levels;
2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and
3. The heat and humidity levels at which practice or games will be canceled.

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.



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~~Practice and Pre-Season Heat Acclimation for
School-Sponsored Athletics and Extra-Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.

The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.

This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.



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~~Practice and Pre-Season Heat Acclimation for
School Sponsored Athletics and Extra Curricular Activities~~
Heat Participation Policy for Student-Athlete Safety

[Option

The school district will implement provisions of this Policy as determined by the Superintendent or designee for student-athletes participating in athletic programs other than students in grades nine through twelve to include students in grades ___ through ___.]

N.J.S.A.18A:11-3.10

New Jersey State Interscholastic Athletic Association Heat Participation
Policy and Pre-Season Heat Acclimatization Policy

Adopted:



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Student Assessment
June 20
M

[See **POLICY ALERT** Nos. 120, 135, 147, 153, 168, 170, 197,
205, 209, 211, and 220]

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.



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Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course PARCC assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course PARCC assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education



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shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

The Board of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.



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The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;
2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
3. Evidence of instructional experience and performance in the NJSLs;
4. Evidence of technological literacy;
5. Evidence of career education instructional experiences and career development activities;
6. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
7. Any other information deemed appropriate by the Board of Education.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education **within sixty days of receipt of information from** ~~as required by~~ the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.



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9 The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.
N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted:



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[See POLICY ALERT Nos. 95, 96, 139, 172, 176, 203, 205, and 220]

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In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. ~~that~~ Unexcused absences will counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14, a** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level



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[For districts with secondary school(s)]

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of ~~the this~~ Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted:



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[See POLICY ALERT Nos. 95, 96, 139, 176, 203, 205, and 220]

R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, ~~except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.~~
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. **Attendance Recording in the School Register**
(N.J.A.C. 6A:32-8.1)



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- a. **The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
- b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
- c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**
- d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.**
- e. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**



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2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

- a1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
- b2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
- c3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
- d4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
- e5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
- f6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. ~~In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~



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g7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**

24. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy.** “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.

32. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

[Select one or more options below



The student’s illness



supported by a written letter from the parent upon student’s return to school;



supported by notification to the school by the student’s parent;



The student’s required attendance in court;



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- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death
 - supported by a written letter from the parent upon the student's return to school;
 - supported by notification to the school by the student's parent;
- Visits to post-secondary educational institutions;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule;
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;



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_____;

_____.]

43. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 ~~“Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~

[Optional *Yes*

54. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]

D. Notice to School of a Student’s Absence

1. The parent or adult student ~~is requested to~~ **shall notify** ~~call~~ the school office before the ~~start of the student’s~~ school day **when the student will not be in school.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session **shall** ~~should call or~~ provide notice to the school office before the start of the afternoon session.
3. **The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.**
43. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged **shall** ~~should~~ notify the school office to arrange make-up work.



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5. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.**

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than 5 (no change) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. **The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.**

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of 5 (no change) school days duration. The parent or student must request such home assignments.



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2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

[Optional

Keep

2. A secondary student may be ~~dropped from a course~~ or denied course credit when he/she has been absent from 16 (Keep) (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, **absences for those excused in accordance with the reporting requirements of the school register**, or absences caused by a student's suspension will not count toward the total.]



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[Options

Keep

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.

~~A secondary student who has been dropped from a course of study may be assigned to an alternate program.~~

A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than 5 (keep) times.]

[Optional

N/A

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent _____ (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.]

[Option

~~Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.]~~

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



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- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:



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- (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;



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- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.



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6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.



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3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.



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Attendance

- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

- 1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:



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[See POLICY ALERT Nos. 106, 156, 183, and 220]

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent(s) or ~~legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 - Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

~~Optional~~ *NO*

~~[The Board will provide, at school district expense, the necessary equipment, materials and services for immunizing students against _____.]~~

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 6A:16-2.3

N.J.A.C. 8:57-4.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 106, 137, 156, 183, and 220]

R 5320 IMMUNIZATION

A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The No Principal or designee shall not knowingly admit or retain any child student who whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section E,I. of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below A.2. or exempted as provided in section CB. and D. of this Regulation, and N.J.A.C. 8:57-4.3, and 8:57-4.4.**

B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

12. A student shall be admitted to ~~preschool~~ or school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**



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- ~~a. A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- ~~b. A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another-State** or **out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- ~~e. The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or **his/her designee in accordance with the provisions of N.J.A.C. 8:57-4.5.**



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CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child student** shall not be required to have any specific immunization(s) **which that** are medically contraindicated.

2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~

 - 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



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~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.
5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.
 - a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.
 - b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

12. A ~~child student~~ shall be exempted from mandatory immunization if the ~~child's~~ parent(s) or legal guardian(s) submits to the school a ~~written~~, signed statement ~~requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."~~ that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. ~~General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~



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- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
 - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
 - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school.**
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



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**EC. Documentations Accepted as Evidence of Immunization
(N.J.A.C. 8:57-4.6)**

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history; provided that the ~~document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - a. An official school record from any school or preschool indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;**
 - b. A record from any public health department indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;**
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;** or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



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3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

FD. Immunization Records Required (N.J.A.C. 8:57-4.7)

1. **The school district** ~~Each school~~ shall maintain an official State of New Jersey School Immunization Record for every student. **This record** ~~which~~ shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- 2a. ~~If~~ **When** a child withdraws, is promoted, or transfers to another school **district, preschool or child care center,** the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent(s) ~~or legal guardian(s)~~ upon request, within twenty-four hours of such a request.
 - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
 - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~



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3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
- 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
 - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
- 6f. **Any computer-generated document or list developed by the school district to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.**

G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)

1. **A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a). other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.**



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2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

13. The Principal or ~~designee other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the State New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty four hours of notification.~~

IE. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 - Immunization of Pupils in School as outlined below:



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap. N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1 st birthday. 1 dose of live Rubella-containing vaccine on or after 1 st birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 (or comparable age level Special Ed program with an unassigned grade): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza



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PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

JF. Emergency Powers of the Commissioner of Health and Senior Services

- ~~1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If a **an outbreak or** threatened outbreak, or outbreak of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).



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3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**

43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

Issued:



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Administering an Opioid Antidote

June 20

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[See POLICY ALERT Nos. 210, 217, and 220]

5330.04 ADMINISTERING AN OPIOID ANTIDOTE

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

~~[Option - Extend Provisions of N.J.S.A. 18A:40-12.23 et seq. to Schools with Other Grades~~

~~and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades _____ through _____.]~~

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. **[Option** - The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.]

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.



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Administering an Opioid Antidote

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. **Nothing in this Policy shall be interpreted to prohibit the**



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administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;
18A:40-12.26; 18A:40-12.27

N.J.S.A. 24:6J-1 et seq.

Adopted:



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June 20
M

[See POLICY ALERT Nos. 217 and 220]

R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

A. Definitions

1. "Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. "Opioid antidote" includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. "Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. "School-sponsored function" means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.
 - a. **The requirements of N.J.S.A. 18A:40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.**

B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. **In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician's standing order must specify, at a minimum, the following:**



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- a. **The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and**
 - b. **The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.**
21. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" – N.J.S.A. 24:6J-1 et seq.
- a. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**
32. The school nurse shall be responsible to:
- a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
 - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 - b. Document the administration of an opioid antidote on a student's health record;
 - c. Monitor the on-site inventory and replacement of the opioid antidote supply; **and**
 - d. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**



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ed. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators**.

43. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

[Option – Option D.1.c. below must be included if this Option B.4. is selected

yes

54. The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).]

C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.

~~[Optional~~

- ~~a. The district shall provide in writing to the school nurse and each employee designated by the Board written approval to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1). Each written approval shall be kept on file in the school nurse's office.~~
- ~~b. The district shall notify all school staff members of the identity of each employee approved and designated by the Board to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1).]~~



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3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.

- a. ~~Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.~~ **Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.**

The training must address overdose prevention information, including but not limited to, the following:

- (1) Information on opioid overdose prevention and recognition;**
- (2) Instruction on how to perform rescue breathing and resuscitation;**
- (3) Information on opioid dosage and instruction on opioid antidote administration;**
- (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and**



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(5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.

b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the "Athletic Training Licensure Act" – N.J.S.A. 45:9-37.35 et seq.

D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.

a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.



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[Option – Option B.5. above must be included if Option D.1.c. below is selected]

Yes
c. **School-Sponsored Functions Off School Grounds:** Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.]

2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).**
32. **The certified school nurse and/or other A staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.**
43. **An individual overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
54. **The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.**
65. **The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.**



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7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

E. **Use of Controlled Dangerous Substances**

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

F. **Limitation of Liability**

1. Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.
2. Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:
 - a. A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses; and
 - b. Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.

Adopted Issued:



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June 2020
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[See POLICY ALERT No. 140, 144, 147, 176, 203, 212, and 220]

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.



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N/A
~~In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.~~

~~The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.~~

Optional

[The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.]

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which



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may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.S.A. 18A:54-20g [vocational districts]

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted:



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June 20
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[See POLICY ALERT Nos. 176, 203, 212, and 220]

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

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



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- (4) The informal hearing and the notice given may take place at the same time.
- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.



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2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
 3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.
- B. Long-Term Suspensions
1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:



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- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.



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- (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



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- (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and



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- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

[Option – Select option below or develop a local school district option

a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
- a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:



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- a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.



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- c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
 - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**
2. **The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:**
 - a. **The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);**
 - b. **N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;**
 - c. **N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or**



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[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203, 212, and 220]

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or
 - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.



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~~In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.~~

~~The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.~~

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.



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The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

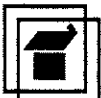
[Charter Schools Only

~~Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]~~

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2 et seq.; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted:



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[See POLICY ALERT Nos. 106 and 220]

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

Optional

[Only that information pertaining to the professional role of the employee and submitted by duly authorized school administrative personnel or the Board may be entered in an employee's personnel file.]

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

Optional

[The personnel files of this district will be reviewed annually and material no longer required will be destroyed.]

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H. ~~Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this~~



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~~district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted:



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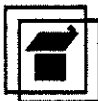
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R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birthdate;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Income tax forms;
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;



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- m. Completed evaluations;
 - n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
- ~~3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.~~
- B. Custodian of Personnel Records
- 1. The Superintendent is custodian of all personnel records.
 - 2. Personnel records shall be maintained in the office of the Superintendent, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
- 1. Each employee shall be informed of the content of his/her personnel file.
 - 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.



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- b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
- c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
2. Written request for access shall be submitted to the Superintendent. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Superintendent or Superintendent's designee and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.



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2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

G. ~~Computerized Records~~

1. ~~Computerized personnel records may include only the following information about an employee:~~
 - a. ~~Name, address, and telephone number;~~
 - b. ~~Social security number;~~
 - c. ~~Current assignment;~~



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- d. ~~Work experience;~~
 - e. ~~Employment date; and~~
 - f. ~~Salary guide and step.~~
2. ~~Computerized information may be used only for the following purposes:~~
- a. ~~Payroll;~~
 - b. ~~An employee's individual employment record; and~~
 - e. ~~Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the _____, provided that such studies, reports, or surveys do not identify specific employees.~~

G. Public Access to Employee Records and Information

1. **A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
 - a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;**



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[See POLICY ALERT No. 221]

1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services on a district-owned school bus, but is unable to maintain social distancing, a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.



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- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
 - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
 - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (3) Results must be documented when signs/symptoms of COVID-19 are observed.
 - (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.



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- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
 - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.



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- d. Exceptions to the Requirement for Face Coverings
- (1) Doing so would inhibit the individual's health.
 - (2) The individual is in extreme heat outdoors.
 - (3) The individual is in water.
 - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 - (5) The student is under the age of two and could risk suffocation.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

- a. Mental Health Supports



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The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district's Restart and Recovery Plan.]

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district's Restart and Recovery Plan.]



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B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district's Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.
 - (1) Special Education and English Language Learners (ELL)
 - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
 - (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]



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2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.



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c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

(a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

(a) The school district shall ensure:

(i) All novice provisional teachers new to the district be provided induction;

(ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;



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- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



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c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Adopted:



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Appendices

The school district must attach Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan here as required by this Policy 1648.



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Appendix C

Critical Area of Operation #3 – Transportation Ventilation systems

Student Transportation

Students are required to be transported to vocational schools by each student's sending district. Students will be advised of their home district's busing protocols and encouraged to comply (see below).

Social Distancing on School Bus Procedures to Reduce the Spread of Contagion

- To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.
- Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;
- Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so (such as having sufficient time between routes);

SCVTS is planning in-person instruction for 50% of their total student population, using an A/B schedule. Efforts are being made to reduce each sending district's capacity to 50% where practicable. This will contribute to ensuring social distancing can occur on each bus.

SCVTS has one bus and one van that is used for transporting students during the day.

Proper cleaning and sanitizing protocols are in place for vehicles to be cleaned and disinfected each day after each use.

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Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

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Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

SCVTS has developed protocols in consultation with the Local Health Department (LHD) addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:

Screening Procedures for Students and Staff

- Staff will be required to sign in each day attesting to their compliance with morning temperature checks before leaving home, and cooperating with intermittent checks during the day as practicable. Staff will also attest each day to being symptom free before coming to the workplace.
- Health checks will be done safely and respectfully according to privacy laws and regulations.
- Results will be documented when signs and symptoms of COVID-19 are observed.
- Any screenings will take into account the student's disability and any need for accommodations.
- Parents and students over the age of eighteen will attest to complying with requirements to take temperatures each day prior to leaving for school and submitting to temperature checks upon entry as practicable.
- Daily attestations will include admission that the student is symptom free and has not traveled to any state deemed a "hot spot" whereas quarantine is required by a Governor's executive order. These circumstances are not static and attestations will be updated to include changes.

Protocols for Symptomatic Students and Staff

- SCVTS will have an isolation room/area (such as a cot in the corner of a classroom that can be used to isolate a sick child , ensure that there is enough space for multiple people placed at least 6 feet apart (in the case that there are multiple persons involved).
 - Persons will be isolated in a separate room while they wait to be picked up or until they can leave on their own. The district will ensure that they have hygiene supplies available including face covering, facial tissues, and alcohol based hand rub.
 - Staff who are monitoring the student or staff member with symptoms should wear a cloth face mask and practice social distancing.
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- Health departments are working on metrics to be considered for closure of schools regarding exposure rates as they monitor these rates.

Protocols for Face Coverings/ PPE

- Students and staff will be required to wear face coverings in the classroom and in public places where others are present. The following exceptions will be in effect:
 - Doing so would inhibit the individual's health
 - Individual is in extreme heat outside
 - The individual is in water
 - A student's documented medical condition or disability precludes the use of face coverings
 - The student's proximity to dangerous tools, supplies or equipment would increase risk of hazards if a face covering was worn. In these cases, a shield is recommended and 6' distancing will be observed where practical.
 - Visitors will only be permitted in the school building by appointment with the Administration.
 - Masks for all visitors and contracted workers are required when in open/public places.
 - Sanitizing stations will be available in each classroom and at entrances/exits and toilet rooms.

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Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

Routinely cleaning and disinfecting surfaces and objects that are frequently touched as follows:

- Classroom desks and chairs;
- Lunchroom tables and chairs;
- Door handles and push plates;
- Handrails;
- Kitchens and bathrooms;
- Light switches;
- Handles on equipment (e.g. athletic equipment);
- Buttons on vending machines and elevators;
- Shared telephones;
- Shared desktops;
- Shared computer keyboards and mice;
- Drinking fountains;
- School bus seats and windows

Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.

Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). In addition:

- Limiting the number of students who can enter at one in order to avoid crowds;
 - Designating staff members to enforce limited capacity and avoid
-

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overcrowding;

- Installing no-touch foot pedal trash cans, if possible;
- Propping doors open to avoid touching handles; and
- Including appropriate signage about the benefits of handwashing.

Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;

Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;

Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom;
 - Entrances and exits of buildings;
 - Near lunchrooms and toilets.
- For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
 - Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);
 - Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
 - Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:

- Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
- Provide a certification that, before the route commenced, the required

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was process completed as required.

- The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
- These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.

Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;

Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;

On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.

Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.

Placing physical barriers, such as plastic flexible screens, in high traffic areas where social distancing cannot be maintained.

Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

- Close off areas used by a sick person and do not use before cleaning and disinfection;
- Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
- Open outside doors and windows to increase air circulation in the area; and
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
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Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

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Appendix K

Academic, Social, and Behavioral Supports/Technology

Resources for Technology Procedures & Support/ Communication of resources

- Online resources and guides on website (special remote learning section)
- Surveys to parents/students/faculty/staff
- Principal's weekly InstantAlert messages
- Student Handbook
- Emails to parents/school community
- Physical packets to start the year
- NJDOE - The Road Back - Restart and Recovery Plan

Technology Support

- Tech Support online request
- Tech Support hotline for offsite support
- Online Resources for teaching and learning
- Moodle
- Technology PLC
- Workshops
- Professional Development

In-person training/PD for online teaching

- Zoom (Supervisor of learning technology)
- Google Classroom (Teacher Leaders)
- Teaching and learning online
- Online resources

Staff Resources to Support Online Learning

- Staff Issued Chromebooks
- GoGuardian
- WeVideo

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- Flipgrid
- Online educational content
- Genesis

Technology Device Sanitization

- Alcohol and water solution - Safe for most tech equipment
- UV sanitization
- Classroom disinfecting wipes
- Relocation of Main Office attendance kiosk
- Daily cleaning of Interactive boards
- Classroom misting sanitization

Advantages of 1-to-1 take home

- Laptops - high touch surfaces
- Enhance student instruction
- Device equitability / standard platform
- Hot spots purchased for students without internet or availability of public wi-fi

One-to-One Chromebook - Logistics

- Full Time - 1:1 take home
 - ~350 Chromebooks assigned
- Share Time
 - ~200 Chromebooks remain in class for Share Time and backup usage
- Cases for Chromebooks - Quantity 350 (None available)
- Devices distributed during English class sections - 4 days total
 - Provide Avery labels - help identify device
 - Provide sign out sheets to teachers
- Genesis - Chromebook check out flag
- Student tech support - Cafeteria - first week(s)

Prep for 1:1 - Task List

- Clean and sanitize all Chromebooks
- Verify full operation and functionality

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- Configure at home filtering
- Update all devices
- Dismantle Chromebook carts and chargers
- Prepare inventory lists

Deliver to distribution classrooms

Behavioral Supports

Three areas of Wellness to be addressed for reopening;

1. Staff support and education
2. Student support and intervention
3. Climate and culture

Teacher/Staff PD prior to school starting for students with the focus being on sharing concerns, feelings, and ideas regarding returning to school and working with students under restrictions. This will start a dialogue that will be supportive of each other and validating concerns they may have. Teachers/staff need to take care of themselves first before taking care of students. Smaller break out groups will be offered after PD for discussions on the Self Awareness and Self Management areas in a smaller more personal setting.

Staff training will also include strategies in working with students upon reopening

- Identifying students with prior risk factors such as anxiety, depression, etc
 - In classroom reflection/discussion with students regarding their concerns or experiences related to the quarantine/COVID
 - Providing resources to students

Develop a Staff Wellness PLC/Group 1x per week to provide continued support staff

- Cultivate and encourage peer leaders and peer support groups
- Climate and Culture.
 - Provide resource information and supportive messages throughout the school, announcements, in classrooms, etc.

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Appendix F

Critical Area of Operation #6 - Contact Tracing

SCVTS will be working with local Health Departments to perform contact tracing to identify close contacts. School nurses will likely be the liaison with contact tracers. Administration and teachers will work with the school nurses to determine or communicate with the local Health Department representatives and with the school physician.

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Appendix N

Scheduling of Students

Plans to assess and update student enrollment and attendance policies are being made based on DOE guidance. At the close of the previous year, attendance policies were relaxed so that students would not be penalized given the various circumstances existing for device acquisition and internet inaccessibility.

This year it is expected that all students will have equal access to devices and the internet. Although timing of access will differ among families, SCVTS expects that its attendance procedures will be flexible enough to accommodate such variations during remote instructional days.

Using the guidance of the NJDOE, teachers will take attendance during assigned teaching periods

- Daily attendance will be generated during the student's first period class of the day.
- Daily attendance, for the share time students who attend in the afternoon session, will be generated during period 7.
- Teachers will take attendance during each period of in-person instruction.
- During virtual instruction, teachers will record student attendance the next in-person teaching day when students provide the teacher with the work assigned while in remote instruction.

Parent communications:

- Periodic parent surveys have been generated and sent to parents to solicit feedback for returning to school

Student schedules:

- Master teaching schedules are being created with the following in mind:
 - Student and faculty arrival/dismissal schedules,
 - bus schedules,
 - lunch schedules for staff and students, and;

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- bell schedules with social distancing guidelines and facility access control in mind.

SCVTHS will generate an A-Day/B-Day schedule.

- A-Days (M & W)
- B-Days (T & Th)
- Alternating A-Day/B-Days (F)
- No changes in arrival/dismissal schedules to date.
- Staggered arrival/dismissal times are in discussion depending on teacher availability

The goal is to have 50% of the student population in each classroom to accommodate social distancing practices.

- Academic classrooms have been measured and it has been determined that 11-14 students will comfortably fit in each classroom.
- Classrooms with desks can accommodate up to 14 students.
- Classrooms with tables can accommodate up to 11 students.

SCVTHS will move to a 1:1 chromebook system:

- Full time students will be issued a chromebook during their English classes.
- The “Appropriate Use of Technology Form” will be updated to reflect the 1:1 chromebook system.
- Chromebooks will be updated and appropriate software will be uploaded to each for safety measures.
- Classroom chromebook carts will be modified to accommodate at least 5 chromebooks in the event students forget to bring their school issued chromebook to school
- Sanitizing protocols will be in effect if the classroom chromebooks are used.

Student & Teacher Handbooks:

- Updates will include NJDOE & CDC guidance for social distancing and mask protocol.
- Training of new teachers and substitutes will be provided prior to the start of the new school year.

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Appendix O

Staffing

Staffing Guidance:

- Surveys are being generated to assess the staffing needs of the district.
- Interviews are conducted virtually.
- District administrators will take into consideration staff needs, possible accommodations and legal requirements to deal with return to work (labor) issues and problems.

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June 20
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[See POLICY ALERT No. 220]

1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

A. Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. Definitions - For the purposes of the EFMLEA:

- a. “Eligible employee” means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. “Employer” means any employer with fewer than five hundred employees.
- c. “Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. “Public Health Emergency” means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.



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- e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).
- f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be

[Select One Option - unpaid paid.]

- (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).



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- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.
- (2) The paid leave for an employee shall be calculated based on:
 - (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
 - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
- (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.



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- (4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:
 - (a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 - (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- c. Employee Notice to Employer
 - (1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.
 - (a) A request for such leave that is foreseeable shall be submitted to the Supervisor prior to commencing the leave.



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- (b) A need for such leave that is not foreseeable shall be submitted to the Superintendent within one business day of the first day of the leave being taken by the employee.
- (c) The employee shall provide to the Superintendent the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
 - (a) The employee takes leave under the EFMLEA.
 - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
 - i. That affect employment; and
 - ii. Are caused by a public health emergency during the period of leave.



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- (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.
- (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

- (a) The period described under A.2.d. above is the one-year period beginning on the earlier of:
 - i. The date on which the qualifying need related to a public health emergency concludes; or
 - ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.



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1. Definitions

a. For purposes of the EPSLA and this Policy:

(1) “Employee” means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.

(2) “Employer” means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

(a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:

i. In the case of a private entity or individual, employs fewer than five hundred employees; and

ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.

(b) “Covered employer” also includes:

i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and



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- ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
 - (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
 - (b) Is calculated based on the employee’s required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:



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- i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) “Required Compensation” subject to B.1.a.(5)(b) above, the employee’s “required compensation” shall be not less than the greater of the following:
 - (a) The employee’s regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
 - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
 - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee’s required compensation shall be two-thirds of the amount described in B.1.a.(6) above.
- (7) “Varying Schedule Hours Calculation” means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the



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employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:

- (a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
- (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.



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- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 - (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
3. Duration of Paid Sick Time
 - a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
 - b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - (1) For full-time employees, eighty hours.
 - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
 - c. Paid sick time under the EPSLA shall not carry over from one year to the next.
4. Employer's Termination of Paid Sick Time
 - a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.



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Federal Families First Coronavirus
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5. Prohibition

- a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.

6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.

b. Sequencing Leave Time

- (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
- (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.



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Federal Families First Coronavirus
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8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
 - (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

9. Enforcement

- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
 - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
- b. Unlawful Termination - An employer who willfully violates B.8. above shall:
 - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.



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Federal Families First Coronavirus
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10. Rules of Construction

- a. Nothing in the EPSLA shall be construed:
 - (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
 - (a) Other Federal, State, or local law;
 - (b) Collective bargaining agreement; or
 - (c) Existing employer policy; or
 - (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the *Superintendent*, who may request documentation from the employee in support of the emergency paid sick leave.



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Federal Families First Coronavirus
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- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
 - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and
 - (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

H.R. 6201: Families First Coronavirus (COVID-19) Response Act
N.J.S.A. 18A:30-1

Adopted:

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7/8 12:22pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2020

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$3,965,936.57
	Accounts receivable:		
132	Interfund	\$140,705.35	
141	Intergovernmental - State	\$120,481.99	
143	Intergovernmental - Other	\$295,739.37	
			\$556,926.71
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$14,828,968.00	
302	Less Revenues	(\$14,973,814.83)	
			(\$144,846.83)

	Total assets and resources		\$4,378,016.45
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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2020

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

421	Accounts Payable	\$2,634.14
TOTAL LIABILITIES		\$2,634.14
		=====

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$244,708.28
754	Reserve for encumbrance - Prior Year	\$1,750.00
Reserved fund balance:		
760	Reserved Fund Balance	\$2,687,265.21
601	Appropriations	\$15,783,696.56
602	Less : Expenditures	\$14,173,651.69
603	Encumbrances	\$246,458.28 (\$14,420,109.97)
		\$1,363,586.59
Total Appropriated		\$4,297,310.08

--- U n a p p r o p r i a t e d ---

770	Fund Balance	\$941,052.23
303	Budgeted Fund Balance	(\$862,980.00)
TOTAL FUND BALANCE		\$4,375,382.31
TOTAL LIABILITIES AND FUND EQUITY		\$4,378,016.45
		=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10
Interim Balance Sheet
For 12 Month Period Ending 06/30/2020

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$15,783,696.56	\$14,420,109.97	\$1,363,586.59
Revenues	(\$14,828,968.00)	(\$14,973,814.83)	\$144,846.83
	\$954,728.56	(\$553,704.86)	\$1,508,433.42
Less: Adjust for prior year encumb.	(\$91,748.56)	(\$91,748.56)	
Budgeted Fund Balance	\$862,980.00	(\$645,453.42)	\$1,508,433.42
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$862,980.00	(\$645,453.42)	\$1,508,433.42
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	\$862,980.00	(\$645,453.42)	\$1,508,433.42
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/2020

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$13,400,406.00	\$13,565,645.83		(\$165,239.83)
3XXX	From State Sources	\$1,428,562.00	\$1,408,169.00		\$20,393.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,828,968.00	\$14,973,814.83		(\$144,846.83)
		=====	=====	=====	=====
					AVAILABLE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$2,004,845.43	\$1,884,164.96	\$738.00	\$119,942.47
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,743,388.71	\$3,333,524.88	\$9,302.24	\$400,561.59
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$96,399.00	\$70,850.28	\$196.00	\$25,352.72
11-402-100-XXX	School-Spons. Athletics - Instruction	\$189,911.49	\$158,227.41	\$417.60	\$31,266.48
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-211-XXX	Attendance and Social Work Services	\$36,527.61	\$35,751.05	.00	\$776.56
11-000-213-XXX	Health Services	\$206,965.53	\$201,068.82	\$1,905.74	\$3,990.97
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$10,000.00	\$2,736.00	\$5,418.00	\$1,846.00
11-000-218-XXX	Guidance	\$904,498.83	\$854,141.01	\$983.99	\$49,373.83
11-000-219-XXX	Child Study Teams	\$234,324.25	\$227,072.62	.00	\$7,251.63
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$394,530.00	\$389,430.21	.00	\$5,099.79
11-000-222-XXX	Educational Media Serv/School Library	\$49,767.80	\$43,063.14	.00	\$6,704.66
11-000-223-XXX	Instructional Staff Training Services	\$65,486.24	\$59,938.69	\$55.17	\$5,492.38
11-000-230-XXX	Supp. Serv.-General Administration	\$791,838.39	\$699,982.22	\$56,840.54	\$35,015.63
11-000-240-XXX	Supp. Serv.-School Administration	\$783,116.58	\$723,456.45	\$1,561.13	\$58,099.00
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$936,861.00	\$886,871.66	\$8,340.22	\$41,649.12
11-000-261-XXX	Allowable Maint. for School Facilities	\$970,360.89	\$777,535.16	\$72,945.71	\$119,880.02
11-000-262-XXX	Custodial Services	\$1,016,551.41	\$924,264.52	\$7,404.46	\$84,882.43
11-000-263-XXX	Care and Upkeep of Grounds	\$15,472.00	\$1,399.15	.00	\$14,072.85
11-000-266-XXX	Security	\$119,218.14	\$110,260.20	.00	\$8,957.94
11-000-270-XXX	Student Transportation Services	\$173,691.96	\$60,787.48	\$9,411.50	\$103,492.98
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,827,558.23	\$2,667,693.71	\$50,598.67	\$109,265.85
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$15,571,313.49	\$14,112,219.62	\$226,118.97	\$1,232,974.90
		=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 06/30/2020

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	-----	-----	-----	-----
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$109,015.07	\$41,044.07	\$20,339.31	\$47,631.69
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$103,368.00	\$20,388.00	.00	\$82,980.00
	-----	-----	-----	-----
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$212,383.07	\$61,432.07	\$20,339.31	\$130,611.69
	=====	=====	=====	=====
TOTAL GENERAL FUND EXPENDITURES	\$15,783,696.56	\$14,173,651.69	\$246,458.28	\$1,363,586.59
	=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 12 Month Period Ending 06/30/2020

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,922,443.00	\$11,922,443.00	.00
1310	Tuition- From LEA's	\$667,500.00	\$759,039.50	(\$91,539.50)
1XXX	Miscellaneous	\$810,463.00	\$884,163.33	(\$73,700.33)
	TOTAL	\$13,400,406.00	\$13,565,645.83	(\$165,239.83)
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$389,105.00	\$389,105.00	.00
3176	Equalization	\$580,221.00	\$559,828.00	\$20,393.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$273,589.00	\$273,589.00	.00
3140	Bilingual Education	\$120,922.00	\$120,922.00	.00
	TOTAL	\$1,428,562.00	\$1,408,169.00	\$20,393.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,828,968.00	\$14,973,814.83	(\$144,846.83)
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,722,346.49	\$1,681,153.64	\$0.00	\$41,192.85
11-140-100-106 Other Salaries for Instruction	\$98,081.44	\$98,080.51	.00	\$0.93
11-140-100-320 Purchased Prof.-Ed. Services	\$13,500.00	\$7,150.00	.00	\$6,350.00
11-140-100-500 Other Purchased Services	\$43,650.00	\$22,616.97	.00	\$21,033.03
11-140-100-610 General Supplies	\$94,973.50	\$66,361.40	.00	\$28,612.10
11-140-100-640 Textbooks	\$8,000.00	\$3,821.57	.00	\$4,178.43
11-140-100-800 Other Objects	\$11,144.00	\$3,996.87	.00	\$7,147.13
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$5,000.00	\$574.00	\$0.00	\$4,426.00
11-150-100-320 Purchased Prof.-Ed. Services	\$8,000.00	\$410.00	\$738.00	\$6,852.00
11-150-100-500 Other Purchased Services	\$150.00	.00	.00	\$150.00
TOTAL	\$2,004,845.43	\$1,884,164.96	\$738.00	\$119,942.47
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,991,302.46	\$2,850,689.13	\$0.00	\$140,613.33
11-310-100-106 Other Salaries for Instruction	\$67,265.94	\$45,635.94	.00	\$21,630.00
11-310-100-320 Purchased Prof.-Ed. Services	\$311,415.00	\$187,819.00	.00	\$123,596.00
11-310-100-500 Other Purchased Services	\$77,526.40	\$60,983.44	\$243.00	\$16,299.96
11-310-100-610 General Supplies	\$261,708.82	\$170,076.66	\$6,575.35	\$85,056.81
11-310-100-640 Textbooks	\$18,870.09	\$12,170.09	.00	\$6,700.00
11-310-100-800 Other Objects	\$15,300.00	\$6,150.62	\$2,483.89	\$6,665.49
Total	\$3,743,388.71	\$3,333,524.88	\$9,302.24	\$400,561.59
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$58,494.00	\$58,494.00	.00	.00
11-401-100-500 Purchased Services	\$12,725.00	\$450.00	.00	\$12,275.00
11-401-100-600 Supplies and Materials	\$16,180.00	\$7,609.28	.00	\$8,570.72
11-401-100-800 Other Objects	\$9,000.00	\$4,297.00	\$196.00	\$4,507.00
TOTAL	\$96,399.00	\$70,850.28	\$196.00	\$25,352.72
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$103,720.00	\$85,720.00	.00	\$18,000.00
11-402-100-500 Purchased Services	\$36,420.00	\$32,980.00	.00	\$3,440.00
11-402-100-600 Supplies and Materials	\$26,876.49	\$26,251.52	\$417.60	\$207.37
11-402-100-800 Other Objects	\$22,895.00	\$13,275.89	.00	\$9,619.11

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$189,911.49	\$158,227.41	\$417.60	\$31,266.48
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-171 Sal. of Drop-Out Prevention Officer/Coordinators				
	\$27,647.00	\$27,508.21	.00	\$138.79
11-000-211-300 Purchased Prof. & Tech. Svc.	\$7,825.00	\$7,812.25	.00	\$12.75
11-000-211-500 Other Purchased Services	\$375.00	.00	.00	\$375.00
11-000-211-600 Supplies and Materials	\$430.61	\$430.59	.00	\$0.02
11-000-211-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$36,527.61	\$35,751.05	\$0.00	\$776.56
--- Health services ---				
11-000-213-100 Salaries	\$181,180.59	\$181,160.05	.00	\$20.54
11-000-213-300 Purchased Prof. & Tech. Svc.	\$17,459.94	\$15,053.52	\$1,905.74	\$500.68
11-000-213-500 Other Purchased Services	\$1,385.00	.00	.00	\$1,385.00
11-000-213-600 Supplies and Materials	\$6,440.00	\$4,515.25	.00	\$1,924.75
11-000-213-800 Other Objects	\$500.00	\$340.00	.00	\$160.00
TOTAL	\$206,965.53	\$201,068.82	\$1,905.74	\$3,990.97
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$10,000.00	\$2,736.00	\$5,418.00	\$1,846.00
TOTAL	\$10,000.00	\$2,736.00	\$5,418.00	\$1,846.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$429,318.89	\$427,923.24	.00	\$1,395.65
11-000-218-105 Sal Sec. & Clerical Asst.	\$120,421.34	\$117,221.34	.00	\$3,200.00
11-000-218-110 Other Salaries	\$271,079.00	\$249,063.70	.00	\$22,015.30
11-000-218-199 Unused Vac. Payment to Term/Ret Staff	\$9,462.60	\$4,956.60	.00	\$4,506.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$40,000.00	\$25,991.75	\$399.00	\$13,609.25
11-000-218-500 Other Purchased Services	\$24,967.00	\$22,901.00	.00	\$2,066.00
11-000-218-600 Supplies and Materials	\$9,000.00	\$6,083.38	\$584.99	\$2,331.63
11-000-218-800 Other Objects	\$250.00	.00	.00	\$250.00
TOTAL	\$904,498.83	\$854,141.01	\$983.99	\$49,373.83
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$165,101.00	\$164,940.00	.00	\$161.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-105 Sal Secr. & Clerical Asst.	\$46,480.00	\$44,821.84	.00	\$1,658.16
11-000-219-320 Purchased Prof. - Ed. Services	\$2,000.00	.00	.00	\$2,000.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$6,400.00	\$5,394.37	.00	\$1,005.63
11-000-219-500 Other Purchased Services	\$10,243.25	\$10,243.25	.00	.00
11-000-219-600 Supplies and Materials	\$3,100.00	\$1,188.16	.00	\$1,911.84
11-000-219-800 Other Objects	\$1,000.00	\$485.00	.00	\$515.00
TOTAL	\$234,324.25	\$227,072.62	\$0.00	\$7,251.63
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$214,445.00	\$214,132.56	.00	\$312.44
11-000-221-104 Salaries Other Prof. Staff	\$115,984.00	\$115,842.97	.00	\$141.03
11-000-221-105 Sal Secr. & Clerical Asst.	\$59,701.00	\$57,570.30	.00	\$2,130.70
11-000-221-500 Other Purchased Services	\$3,000.00	\$1,884.38	.00	\$1,115.62
11-000-221-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
11-000-221-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$394,530.00	\$389,430.21	\$0.00	\$5,099.79
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$35,237.80	\$34,337.80	.00	\$900.00
11-000-222-300 Purchased Prof. & Tech Svc.	\$1,100.00	\$907.05	.00	\$192.95
11-000-222-500 Other Purchased Services	\$4,380.00	.00	.00	\$4,380.00
11-000-222-600 Supplies and Materials	\$9,000.00	\$7,818.29	.00	\$1,181.71
11-000-222-800 Other Objects	\$50.00	.00	.00	\$50.00
TOTAL	\$49,767.80	\$43,063.14	\$0.00	\$6,704.66
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$49,686.24	\$49,686.24	.00	.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$250.00	.00	.00	\$250.00
11-000-223-500 Other Purchased Services	\$15,050.00	\$10,252.45	\$55.17	\$4,742.38
11-000-223-600 Supplies and Materials	\$500.00	.00	.00	\$500.00
TOTAL	\$65,486.24	\$59,938.69	\$55.17	\$5,492.38
--- Support services-general administration ---				
11-000-230-100 Salaries	\$380,201.84	\$380,201.76	\$0.00	\$0.08
11-000-230-331 Legal Services	\$78,171.21	\$21,029.95	\$40,226.89	\$16,914.37
11-000-230-332 Audit Fees	\$38,175.00	\$37,425.00	.00	\$750.00
11-000-230-334 Architectural/Engineering Services	\$7,357.80	\$5,607.50	\$1,750.00	\$0.30

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-339 Other Purchased Prof. Svc.	\$9,833.18	\$649.50	\$8,866.50	\$317.18
11-000-230-340 Purchased Tech. Services	\$5,885.00	\$4,685.00	\$1,200.00	.00
11-000-230-530 Communications/Telephone	\$75,845.16	\$63,868.93	\$4,797.15	\$7,179.08
11-000-230-585 BOE Other Purchased Prof. Svc.	\$3,526.20	\$2,500.20	.00	\$1,026.00
11-000-230-590 Other Purchased Services	\$156,690.00	\$154,798.00	\$0.00	\$1,892.00
11-000-230-61X General Supplies	\$7,574.00	\$2,785.15	.00	\$4,788.85
11-000-230-630 BOE In-House Training/Meeting Supplies	\$500.00	.00	.00	\$500.00
11-000-230-890 Misc. Expenditures	\$21,079.00	\$19,532.48	.00	\$1,546.52
11-000-230-895 BOE Membership Dues and Fees	\$7,000.00	\$6,898.75	.00	\$101.25
TOTAL	\$791,838.39	\$699,982.22	\$56,840.54	\$35,015.63
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$152,082.16	\$152,082.16	.00	.00
11-000-240-104 Salaries Other Prof. Staff	\$326,525.00	\$314,836.00	.00	\$11,689.00
11-000-240-105 Sal Sec. & Clerical Asst.	\$241,169.00	\$206,261.26	.00	\$34,907.74
11-000-240-199 Unused Vac. Payment to Term/Ret Staff	\$6,854.07	\$6,854.07	.00	.00
11-000-240-500 Other Purchased Services	\$31,820.00	\$22,681.74	.00	\$9,138.26
11-000-240-600 Supplies and Materials	\$18,406.35	\$14,481.22	\$1,561.13	\$2,364.00
11-000-240-800 Other Objects	\$6,260.00	\$6,260.00	.00	.00
TOTAL	\$783,116.58	\$723,456.45	\$1,561.13	\$58,099.00
--- Central Services ---				
11-000-251-100 Salaries	\$367,480.00	\$366,816.48	.00	\$663.52
11-000-251-330 Purchased Prof. Svcs.	\$7,181.00	\$6,697.78	.00	\$483.22
11-000-251-340 Purchased Technical Svcs.	\$27,319.00	\$27,318.30	.00	\$0.70
11-000-251-592 Misc Pur Serv(400-500 series)	\$3,000.00	\$1,302.10	.00	\$1,697.90
11-000-251-600 Supplies and Materials	\$7,500.00	\$4,029.54	.00	\$3,470.46
11-000-251-89X Other Objects	\$4,600.00	\$3,815.71	.00	\$784.29
TOTAL	\$417,080.00	\$409,979.91	\$0.00	\$7,100.09
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$424,029.00	\$423,268.37	.00	\$760.63
11-000-252-500 Other Pur Serv. (400-500 series)	\$50,252.00	\$37,035.05	\$2,358.39	\$10,858.56
11-000-252-600 Supplies and Materials	\$45,500.00	\$16,588.33	\$5,981.83	\$22,929.84
TOTAL	\$519,781.00	\$476,891.75	\$8,340.22	\$34,549.03
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$467,204.23	\$456,830.48	.00	\$10,373.75
11-000-261-199 Unused Vac. Payment to Term/Ret Staff	\$9,292.36	.00	.00	\$9,292.36

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-261-420				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$402,493.87	\$240,543.14	\$63,012.26	\$98,938.47
11-000-261-610 General Supplies	\$78,370.43	\$68,436.98	\$9,933.45	.00
11-000-261-800 Other Objects	\$13,000.00	\$11,724.56	.00	\$1,275.44
TOTAL	\$970,360.89	\$777,535.16	\$72,945.71	\$119,880.02
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$480,648.53	\$478,907.12	\$1,741.41	.00
11-000-262-490 Other Purchased Property Svc.	\$73,528.00	\$72,138.39	.00	\$1,389.61
11-000-262-520 Insurance	\$97,898.00	\$97,668.50	.00	\$229.50
11-000-262-621 Energy (Natural Gas)	\$97,502.88	\$97,502.88	.00	.00
11-000-262-622 Energy (Electricity)	\$266,974.00	\$178,047.63	\$5,663.05	\$83,263.32
TOTAL	\$1,016,551.41	\$924,264.52	\$7,404.46	\$84,882.43
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$11,472.00	\$1,399.15	.00	\$10,072.85
11-000-263-610 General Supplies	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$15,472.00	\$1,399.15	\$0.00	\$14,072.85
--- Security ---				
11-000-266-100 Salaries	\$113,842.54	\$109,884.60	.00	\$3,957.94
11-000-266-300 Purchased Prof. & Technical Services	\$5,375.60	\$375.60	.00	\$5,000.00
TOTAL	\$119,218.14	\$110,260.20	\$0.00	\$8,957.94
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$52,734.00	\$49,754.48	.00	\$2,979.52
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$9,000.00	.00	.00	\$9,000.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$95,667.96	\$4,884.00	\$9,411.50	\$81,372.46
11-000-270-593 Misc. Purchased Svc.- Transp.	\$4,641.00	.00	.00	\$4,641.00
11-000-270-610 General Supplies	\$8,149.00	\$6,149.00	.00	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$173,691.96	\$60,787.48	\$9,411.50	\$103,492.98
--- Benefits ---				
11-XXX-XXX-210 Group Insurance	\$13,820.00	\$11,362.11	.00	\$2,457.89
11-XXX-XXX-220 Social Security Contributions	\$282,200.00	\$253,497.94	.00	\$28,702.06
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$332,110.00	\$329,888.68	.00	\$2,221.32
11-XXX-XXX-250 Unemployment Compensation	\$40,175.00	\$32,195.18	\$2,304.82	\$5,675.00
11-XXX-XXX-260 Workman's Compensation	\$210,829.00	\$208,415.56	.00	\$2,413.44

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-270 Health Benefits	\$1,739,400.00	\$1,684,817.63	.00	\$54,582.37
11-XXX-XXX-280 Tuition Reimbursement	\$80,000.00	\$27,243.63	\$47,756.37	\$5,000.00
11-XXX-XXX-290 Other Employee Benefits	\$67,200.00	\$58,749.23	\$537.48	\$7,913.29
11-XXX-XXX-299 Unused Vac. Payment to Term/Ret Staff	\$61,824.23	\$61,523.75	.00	\$300.48
TOTAL	\$2,827,558.23	\$2,667,693.71	\$50,598.67	\$109,265.85
Total Undistributed expenditures	\$9,536,768.86	\$8,665,452.09	\$215,465.13	\$655,851.64
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,571,313.49	\$14,112,219.62	\$226,118.97	\$1,232,974.90
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,571,313.49	\$14,112,219.62	\$226,118.97	\$1,232,974.90
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/30/2020

	Appropriations	Expenditures	Encumbrances	Available Balance
*** C A P I T A L O U T L A Y ***				
Special education - instruction				
12-310-100-730 Regular Voc.programs	\$5,813.92	\$5,813.92	.00	.00
12-4XX-100-730 School-spons. & oth instr prog	\$20,695.15	\$20,695.15	.00	.00
Undistributed expenses				
12-000-100-730 Instruction	\$30,000.00	.00	\$16,347.87	\$13,652.13
12-000-252-730 Admin. Info. Tech.	\$40,000.00	\$2,029.00	\$3,991.44	\$33,979.56
12-000-261-730 Undist. Exp.-Required Maint. Schl Facilities	\$12,506.00	\$12,506.00	.00	.00
Undistributed exp. - student transportation				
12-XXX-X00-730 Special schools (all programs)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$109,015.07	\$41,044.07	\$20,339.31	\$47,631.69
--- Facilities acquisition and construction services ---				
12-000-400-800 Other objects	\$103,368.00	\$20,388.00	.00	\$82,980.00
Facilitis. Acqstn. Const. Sevr. -- TOTAL --	\$103,368.00	\$20,388.00	\$0.00	\$82,980.00
TOTAL	\$103,368.00	\$20,388.00	\$0.00	\$82,980.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$212,383.07	\$61,432.07	\$20,339.31	\$130,611.69
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$15,783,696.56	\$14,173,651.69	\$246,458.28	\$1,363,586.59

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.

For 12 Month Period Ending 06/30/2020

I, Raelene Sipple, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

June 30, 2020

Date

Accounts that are not included in Details of the REPORT OF THE SECRETARY

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
11-999-999-999- - -	PAYROLL NET PAY ADJ	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

7/8 12:22pm

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/20

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$46,647.75)
	Accounts receivable:		
141	Intergovernmental - State	(\$0.38)	
		(\$0.38)	

--- R E S O U R C E S ---

301	Estimated Revenues	\$1,249,830.66	
302	Less Revenues	(\$1,102,796.20)	
		\$147,034.46	
	Total assets and resources		\$100,386.33
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/30/20

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

411	Intergovernmental accounts payable - State	\$2,146.53
421	Accounts Payable	\$21,670.60
481	Deferred revenues	\$808.22
	Other current liabilities	\$127.15
		\$24,752.50
	TOTAL LIABILITIES	\$24,752.50

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$43,578.05
601	Appropriations	\$1,249,830.66
602	Less: Expenditures	\$1,174,196.83
603	Encumbrances	\$43,578.05 (\$1,217,774.88)
		\$32,055.78
	TOTAL FUND BALANCE	\$75,633.83
	TOTAL LIABILITIES AND FUND EQUITY	\$100,386.33

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/20

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
		-----	-----	-----	-----
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$106,723.00	\$106,723.00		.00
3XXX	From State Sources	\$697,206.66	\$642,910.20		\$54,296.46
4XXX	From Federal Sources	\$445,901.00	\$353,163.00		\$92,738.00
		-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS		\$1,249,830.66	\$1,102,796.20		\$147,034.46
		=====	=====	=====	=====
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
		-----	-----	-----	-----
LOCAL PROJECTS:		\$106,723.00	\$97,375.57	\$9,347.35	\$0.08
STATE PROJECTS:					
Vocational education		\$350,729.66	\$345,721.78	.00	\$5,007.88
Other special projects		\$346,477.00	\$342,036.88	\$0.00	\$4,440.12
		-----	-----	-----	-----
TOTAL STATE PROJECTS		\$697,206.66	\$687,758.66	\$0.00	\$9,448.00
FEDERAL PROJECTS:					
NCLB Title I		\$56,796.00	\$48,080.18	.00	\$8,715.82
NCLB Title II - Part A/D		\$9,265.00	\$5,966.91	.00	\$3,298.09
I.D.E.A. Part B (Handicapped)		\$82,638.00	\$82,638.00	.00	.00
NCLB Title IV		\$10,000.00	\$2,148.00	.00	\$7,852.00
Vocational Education		\$287,202.00	\$250,229.51	\$34,230.70	\$2,741.79
		-----	-----	-----	-----
TOTAL FEDERAL PROJECTS		\$445,901.00	\$389,062.60	\$34,230.70	\$22,607.70
		-----	-----	-----	-----
*** TOTAL EXPENDITURES ***		\$1,249,830.66	\$1,174,196.83	\$43,578.05	\$32,055.78
		=====	=====	=====	=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 SPECIAL REVENUE - FUND 20
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 12 Month Period Ending 06/30/20

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$106,723.00	\$106,723.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$106,723.00	\$106,723.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$697,206.66	\$642,910.20	\$54,296.46
	-----	-----	-----
Total Revenue from State Sources	\$697,206.66	\$642,910.20	\$54,296.46
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$56,796.00	\$42,775.00	\$14,021.00
4451-55 Title II	\$9,265.00	\$5,310.00	\$3,955.00
4471-74 Title IV	\$10,000.00	\$2,148.00	\$7,852.00
4420-29 I.D.E.A. Part B (Handicapped)	\$82,638.00	\$82,638.00	.00
4430-39 Vocational Education	\$287,202.00	\$220,292.00	\$66,910.00
	-----	-----	-----
Total Revenues from Federal Sources	\$445,901.00	\$353,163.00	\$92,738.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,249,830.66	\$1,102,796.20	\$147,034.46

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.

For 12 Month Period Ending 06/30/20

I, Ralene Sipple, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

June 30, 2020
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

7/8 12:22pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 12 Month Period Ending 06/30/20

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$58,780.51)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$3,444,435.85	
		\$3,444,435.85	\$3,444,435.85

--- R E S O U R C E S ---

301	Estimated Revenues	\$5,719,435.85	
302	Less Revenues	(\$1,574,479.30)	
		\$4,144,956.55	
	Total assets and resources		\$7,530,611.89
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/30/20

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

402	Interfund accounts payable	\$133,578.20
		\$133,578.20
	TOTAL LIABILITIES	\$133,578.20
		=====

F U N D B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$2,038,723.96
754	Reserve for encumbrances - Prior Year	\$36,140.00
601	Appropriations	\$5,725,944.05
602	Less : Expenditures	\$1,639,947.56
603	Encumbrances	\$2,074,863.96 (\$3,714,811.52)
		\$2,011,132.53
	Total Appropriated	\$4,085,996.49

--- U n a p p r o p r i a t e d ---

770	Fund balance	\$2,603,348.61
303	Budgeted Fund Balance	\$707,688.59
		\$7,397,033.69

TOTAL FUND BALANCE \$7,397,033.69

TOTAL LIABILITIES AND FUND EQUITY \$7,530,611.89

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/30/20

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$5,719,435.85	\$1,574,479.30		\$4,144,956.55
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$5,719,435.85	\$1,574,479.30		\$4,144,956.55
	=====	=====	=====	=====
*** EXPENDITURES ***				
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-390 Other purchased prof. & tech. serv.	\$458,328.00	\$282,420.23	\$53,956.00	\$121,951.77
30-000-4XX-450 Construction services	\$5,267,616.05	\$1,357,527.33	\$2,020,907.96	\$1,889,180.76
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$5,725,944.05	\$1,639,947.56	\$2,074,863.96	\$2,011,132.53
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$5,725,944.05	\$1,639,947.56	\$2,074,863.96	\$2,011,132.53
	=====	=====	=====	=====
*** TOTAL EXPENDITURES AND TRANSFERS	\$5,725,944.05	\$1,639,947.56	\$2,074,863.96	\$2,011,132.53
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.

For 12 Month Period Ending 06/30/20

I, Raelene Sipple, Board Secretary/Business Administrator
certify that no line item account has encumbrances and expenditures,
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

Board Secretary/Business Administrator

June 30, 2020

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

**Report of the Treasurer
to the Board of Education**

**Somerset County Vocational
All Funds
For Month Ended: June 30, 2020**

CASH REPORT

Governmental Funds	Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$4,017,446.26	\$1,387,106.24	-\$1,438,615.93	\$3,965,936.57
Special Revenue Fund (20)	-\$6,930.25	\$40,415.00	-\$80,132.50	-\$46,647.75
Capital Project Fund (30)	-\$26,454.33	\$285,259.43	-\$317,585.61	-\$58,780.51
Total Governmental Funds	<u>\$3,984,061.68</u>	<u>\$1,712,780.67</u>	<u>-\$1,836,334.04</u>	<u>\$3,860,508.31</u>
Summer Savings	\$161,541.52	\$17,837.76	\$0.00	\$179,379.28
Enterprise Fund (60) Café	\$16,274.64	\$257.44	-\$2,594.32	\$13,937.76
Payroll Fund (70)	\$0.00	\$536,568.54	-\$536,568.54	\$0.00
Agency Fund (90)	\$0.00	\$488,815.72	-\$488,815.72	\$0.00
Total Trust & Agency	<u>\$177,816.16</u>	<u>\$1,043,479.46</u>	<u>-\$1,027,978.58</u>	<u>\$193,317.04</u>
Grand Total for all Funds	<u>\$4,161,877.84</u>	<u>\$2,756,260.13</u>	<u>-\$2,864,312.62</u>	<u>\$4,053,825.35</u> <u>\$4,053,825.35</u>

Prepared and submitted by:

Michelle Fresco, Treasurer of School Monies

7/15/2020

Date

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Somerset County Vocational Board of Ed.

Expense Account Adjustment Analysis By Account#

ADDENDUM #5

va_exaa1.082406

06/30/2020

Current Cycle : June

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-100-05-0000-	SALARY - SCHOOL NURSE	June Transfers	0056	06/30/2020	RSIPPLE	\$162,820.00	\$16,097.56	\$178,917.56
11-000-218-104-05-0000-	SAL - GUID. COUNSELORS	June Transfers	0056	06/30/2020	RSIPPLE	\$413,101.00	\$6,217.89	\$419,318.89
11-000-218-105-05-0000-	SAL. SECRETARIES	June Transfers	0056	06/30/2020	RSIPPLE	\$114,715.00	\$2,506.34	\$117,221.34
11-000-218-110-05-0000-	OTHER SALARIES - GUIDANC	June Transfers	0057	06/30/2020	RSIPPLE	\$242,463.00	(\$20,000.00)	\$222,463.00
11-000-219-104-05-0000-	SAL-CHILD STUDY TEAM	June Transfers	0056	06/30/2020	RSIPPLE	\$145,774.00	\$14,327.00	\$160,101.00
11-000-219-500-05-0000-	CST OTHER PURCH SVS	June Transfers	0056	06/30/2020	RSIPPLE	\$1,800.00	\$8,443.25	\$10,243.25
11-000-222-100-03-0000-	SALARIES - LIBRARIANS	June Transfers	0056	06/30/2020	RSIPPLE	\$33,044.00	\$1,043.80	\$34,087.80
11-000-223-102-03-0000-	SALARIES TEACHER LEADERS	June Transfers	0056	06/30/2020	RSIPPLE	\$48,982.00	\$704.24	\$49,686.24
11-000-230-100-08-0001-	SALARY - SUP'T OFFICE	June Transfers	0056	06/30/2020	RSIPPLE	\$342,436.00	\$32,765.84	\$375,201.84
11-000-240-103-03-0000-	SALARIES - PRINCIPALS	June Transfers	0056	06/30/2020	RSIPPLE	\$146,190.00	\$5,892.16	\$152,082.16
11-000-240-610-03-0000-	OFFICE SUPPLIES - HS	June Transfers	0056	06/30/2020	RSIPPLE	\$15,271.00	\$533.17	\$15,804.17
11-000-240-890-03-0000-	MEMBERSHIPS H.S.	June Transfers	0056	06/30/2020	RSIPPLE	\$6,165.00	\$95.00	\$6,260.00
11-000-261-100-02-0000-	SALARIES - MAINTENANCE	June Transfers	0056	06/30/2020	RSIPPLE	\$590,936.00	(\$145,601.91)	\$445,334.09
11-000-261-100-02-0001-	SALARY - MAINT. O/T/	June Transfers	0056	06/30/2020	RSIPPLE	\$50,000.00	(\$28,129.86)	\$21,870.14
11-000-261-420-02-0000-	COPIER - LEASE	June Transfers	0056	06/30/2020	RSIPPLE	\$18,656.64	\$77.75	\$18,734.39
11-000-261-420-02-0013-	WATER TREATMENT	June Transfers	0056	06/30/2020	RSIPPLE	\$4,500.00	\$21.88	\$4,521.88
11-000-261-420-02-0019-	CONT. MAINT REPAIR BLDGS	June Transfers	0056	06/30/2020	RSIPPLE	\$53,893.95	\$15,120.71	\$69,014.66
11-000-261-610-02-0000-	MAINT SUPPL - B&G	June Transfers	0056	06/30/2020	RSIPPLE	\$68,000.00	\$10,370.43	\$78,370.43
11-000-262-621-02-0000-	ENERGY - NATURAL GAS	June Transfers	0056	06/30/2020	RSIPPLE	\$93,026.00	\$4,476.88	\$97,502.88
11-000-266-100-02-0000-	UE S SALS OF SEC G & INV	June Transfers	0056	06/30/2020	RSIPPLE	\$105,510.00	\$4,332.54	\$109,842.54
11-140-100-101-03-0002-	EXTRA HOURS	June Transfers	0056	06/30/2020	RSIPPLE	\$25,821.00	\$3,695.84	\$29,516.84
11-140-100-101-07-0000-	SAL-ALT SCHOOL-REG	June Transfers	0056	06/30/2020	RSIPPLE	\$296,845.00	\$16,363.65	\$313,208.65
11-140-100-106-07-0000-	AIDES - ALTERNATIVE SCH	June Transfers	0056	06/30/2020	RSIPPLE	\$45,286.00	\$741.44	\$46,027.44
11-310-100-101-60-0000-	ACADEMY SALARIES-TEACHER	June Transfers	0056	06/30/2020	RSIPPLE	\$344,685.00	\$1,854.46	\$346,539.46
11-310-100-106-11-0000-	SALARIES - AIDES	June Transfers	0056	06/30/2020	RSIPPLE	\$43,260.00	\$2,375.94	\$45,635.94
11-401-100-100-03-0000-	SAL - CO-CURRICULAR	June Transfers	0056	06/30/2020	RSIPPLE	\$52,820.00	\$5,674.00	\$58,494.00
11-402-100-100-03-0000-	SALARIES - A.D.	June Transfers	0056	06/30/2020	RSIPPLE	\$22,000.00	\$20,000.00	\$42,000.00
11-402-100-100-03-0001-	STIPENDS - COACHES	June Transfers	0057	06/30/2020	RSIPPLE	\$41,720.00	\$20,000.00	\$61,720.00
Total Current Appr.							\$0.00	

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