

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
September 22, 2014

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

William Hyncik, Jr., President
William Dudeck, Vice President
Theodore Smith
Sarah Brennan
Juan Torres

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools
Diane Strober, Assistant Superintendent for Business/Board Secretary
Diane Ziegler, High School Principal
Lisa Fittipaldi, Board Attorney
Robert Zaborowski, Somerset County Freeholder Liaison
Members of the Press: The Courier News, The Star Ledger and the Messenger Gazette
Others:

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

- III. Approval of Minutes of the Regular Meeting and Executive Session held on August 4, 2014.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on August 4, 2014 were approved.

IV. Correspondence

- A. Note from Richard D'Alessandro thanking the Board for permission to attend the fall semester classes at the Rutgers Facility Management Institute.
- B. Thank you note from Carole Cardinale thanking the Board for the beautiful retirement gift.

V. Old or Unfinished Business

- A. Presentation of Student of the Month
- B. Presentation of SkillsUSA National Medal Winners
- C. Genesis Student Management System Update – Gary Parks
- D. Construction Projects – Update

VI. Report of the Attorney

VII. Committee Reports

- Board of School Estimate – Mr. Dudeck
- Curriculum/Grants – Mr. Smith
- NJSBA (Delegate, State Convention Legislative Committee) – Mr. Dudeck
- SCSBA (Delegate) – Mr. Dudeck
- SCESC (Representative) – Mr. Smith
- SCJIF – (Commissioner) – Ms. Strober
- Foundation – Mr. Hyncik

VIII. School Communications Report

IX. Superintendent's Report

A. Employment of Full-Time Personnel – 2014-15 School Year

The Superintendent recommends that the Board of Education appoint Mr. Cosimo Barbiero to the position of Utility Worker (UPC #MNT-BO-MNT-NA-05), at a salary of \$60,000.00 (prorated), retroactive to September 15, 2014.

The Superintendent recommends that the Board of Education appoint Ms. Melissa Norrbom to the position of School Psychologist (10-month position) (UPC #CST-HS-PSYC-FL-01), at a salary of \$65,579.00 (masters stipend added to base) (prorated), Step 13-14/D, retroactive to September 15, 2014.

The Superintendent recommends that the Board of Education appoint Ms. Randee Holz to the position of Supervisor of Academics (UPC #SUP-HS-ACAD-FL-01), at a salary of \$88,521.00 (prorated), Step B2, effective on a mutually agreed upon date.

B. Employment of Part-Time Hourly Personnel – 2014-15 School Year

The Superintendent recommends that the Board of Education approve employment of the following part-time personnel for the 2014-15 school year:

High School

Kathleen Caola	Aide – Health Occupations (20 hours/week)	\$ 26.54/hr
Andrew Coslit	Basic Skills Mathematics Literacy (Title I – Maximum funding \$10,000.00 combined)	\$ 45.14/hr
Ushma Mehta	Basic Skills Mathematics Literacy (Title I – Maximum funding \$10,000.00 combined)	\$ 43.11/hr
Brendan Downey	Basic Skills Language Arts Literacy (Title I – Maximum funding \$10,000.00 combined)	\$ 37.99/hr
Erick Bowers	Lunch Duty Monitor	\$ 32.00/day
Julie Francis	Lunch Duty Monitor	\$ 32.00/day
Irene Ives	Lunch Duty Monitor	\$ 32.00/day
Daysi Lakhilif	Lunch Duty Monitor	\$ 32.00/day
Michael McClain	Lunch Duty Monitor	\$ 32.00/day
Patricia Morales	Lunch Duty Monitor	\$ 32.00/day
Peggy Prezioso	Lunch Duty Monitor	\$ 32.00/day
Robyn Szymanski	Substitute Lunch Duty Monitor	\$ 32.00/day

Performing Arts – Dance Performance/Dance Education

Meagan Woods	Costumier (280 hours)	\$ 29.84/hr
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NJ SkillsUSA

Amy Patryn	Financial Assistant	\$416.67/month
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C. Employment of Substitutes – 2014-15 School Year

The Superintendent recommends that the Board of Education approve employment of the following substitutes at a rate of \$100.00/day for the 2014-15 school year:

Raymond Glowacki

Kathleen Caola

D. PSA Category Adjustment

The Superintendent recommends that the Board of Education approve a PSA Category adjustment for Ms. Maria Johnson, Director of Pupil Services, effective September 23, 2014 as follows:

FROM:

Category B/Step 7 - \$96,134.00

TO:

Category A/Step 1 - \$110,889.00

E. Salary Adjustments – 2014-15 School Year

The Superintendent recommends that the Board of Education approve salary adjustments for the 2014-15 school year as follows:

Name	2014-15 Base Salary	Masters Stipend	Add'l Assignments per Week	% rate	Amount	Longevity	2014-15 Total Salary
Joseph Alfieri	\$ 70,314.00	NA	5	14.28%	\$ 10,040.84	NA	\$ 80,354.84
Brendan Downey	\$ 53,184.00	NA	2	5.712%	\$ 3,037.87	NA	\$ 56,221.87
Mark Mastrobattista	\$ 71,974.00	NA	5	14.28%	\$ 10,277.89	NA	\$ 82,251.89
Kristen Mc Nerney	\$ 68,444.00	NA	5	14.28%	\$ 9,773.80	NA	\$ 78,217.80
Christopher Miller	\$ 61,354.00	\$725.00	10	28.56%	\$ 17,522.70	NA	\$ 79,601.70
Anna Murphy	\$ 70,194.00	\$725.00	10	28.56%	\$ 20,047.41	NA	\$ 90,966.41
M. Cristina Perrone	\$ 59,634.00	NA	3	8.568%	\$ 5,109.44	NA	\$ 64,743.44
Johanna Scholl	\$ 64,974.00	NA	10	28.56%	\$ 18,556.57	NA	\$ 83,530.57
Janeen Sortor	\$ 64,974.00	NA	1	2.856%	\$ 1,855.66	NA	\$ 66,829.66
John Vingara	\$ 90,594.00	NA	5	14.28%	\$ 12,936.82	\$1,650.00	\$ 105,180.82
Linda Weber-Smith	\$ 73,754.00	NA	7	19.992%	\$ 14,744.90	\$1,650.00	\$ 90,148.90
Sarah Williams	\$ 59,634.00	\$725.00	1	2.856%	\$ 1,703.15	NA	\$ 62,062.15

F. Extra-Curricular Appointments – 2014-15 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2014-15 school year as follows:

Krista Huebsch	11 th Grade Class Advisor	\$2,722.00
Julie Francis	12 th Grade Class Advisor (change from 11 th to 12 th)	\$2,722.00

G. Volunteer

The Superintendent recommends that the Board of Education approve Mrs. Evangeline Byrd as a volunteer in the Auto Body Repair program for the 2014-15 school year.

H. Professional Seminars/Workshops/Travel Reimbursements

The Superintendent recommends that the Board of Education approve requests for district staff to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #1.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

I. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 28-30, 2014

It is recommended that the Board of Education approve travel expenses/reimbursements for Mr. William Hyncik during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$184.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

J. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 28-30, 2014

It is recommended that the Board of Education approve travel expenses/reimbursements for Mr. William Dudeck during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$184.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

K. Travel Expenses/Reimbursements – NJ School Boards Association Workshop – October 28-30, 2014

It is recommended that the Board of Education approve travel expenses/reimbursements for Mr. Theodore Smith during his attendance at the NJ School Boards Association Workshop in Atlantic City, NJ as follows:

Hotel - \$184.00

Meals - \$165.00

Tolls - \$ 16.00

Mileage - \$ 68.20

Parking - \$ 15.00

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

L. School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act

The Superintendent recommends that the Board of Education approve submission of the Statement of Assurances for School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the NJDOE.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

M. Field Trips

The Superintendent recommends that the Board of Education approve field trips for high school students as they appear on Addendum #2.

N. Respect Week

The Superintendent recommends that the Board of Education declare October 6-10, 2014 as "Respect Week."

O. School Violence Awareness Week

The Superintendent recommends that the Board of Education declare October 20-24, 2014 as "School Violence Awareness Week."

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

P. Curriculum

The Superintendent recommends that the Board of Education approve updated curriculum in the following courses/programs:

Algebra I & II
Anatomy & Physiology 1 Option II
English 9 & 10 Option II
Graphic Communications-Paw Prints
Health
Health Years 1, 2, 3 Option II
Law & Public Safety
Photography
Physical Education
Plumbing
US History I & II
World History

Q. Board Policies – First Reading

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

3283 – Electronic Communications Between Support Staff Members and Students
4283 – Electronic Communications Between Support Staff Members and Students
R5612 – Assaults on District Board of Education Members or Employees
5613/R5613 Removal of Students for Assaults with Weapons Offenses

R. Revised Board Policies – First Reading

The Superintendent recommends that the Board of Education approve the following revised Board policies at this first reading as they appear on Addendum #4.

2412/R2412 – Home Instruction Due to Health Condition
2417/R2417 – Student Intervention and Referral Services
2481/R2481 – Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a
Temporary or Chronic Health Condition
5200/R5200 – Attendance
5610/R5610 – Suspension
5611/R5611 – Removal of Students for Firearms Offenses
5612 – Assaults on District Board of Education Members or Employees
5620 – Expulsion
8462/R8462 – Reporting Potentially Missing or Abused Children

Motion_____ Second_____

Discussion

Call the Roll

Roll Call Yes No

Mr. Smith _____

Ms. Brennan _____

Mr. Dudeck _____

Mr. Hyncik _____

Mr. Torres _____

S. YTTW (Youth Transition to Work) Consortium Partner

The Superintendent recommends that the Board of Education participate in the New Jersey Building Trades YTTW program as a consortium member on behalf of the NJ State Building & Construction Trades Council for Contract period 10/1/14-8/31/15 & 9/1/15-8/31/16.

T. 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 September 22, 2014 meeting authorized application for funds for the following:

County of Somerset	Workforce Investment WIA Youth Outreach Contract # CY—COM-0006-14 (PY 2014)	\$166,000.00
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Motion_____ Second_____

Discussion

Call the Roll

Roll Call Yes No

Mr. Smith _____

Ms. Brennan _____

Mr. Dudeck _____

Mr. Hyncik _____

Mr. Torres _____

U. Superintendent's Update

- HIB
- EVVRS Annual Report
- 2014-15 Enrollment
- SGO's for 2014-15 – Update
- Teacher Evaluation – Update
- DEAC
- Professional Development School Model
- SCESC Career Center - Update

X. Submission of Bills

It is recommended the Board of Education approve the bills list for September 2014 which is included in the Board packet and will be attached to the regular meeting minutes.

It is also recommended the Board of Education ratify the bills list for August 2014 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. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

XI. New Business

- RFPs for the annual professional services for the period November 1, 2014 through October 31, 2015 will be posted on the district website; summary of proposals received will be provided to the Board before the November Reorganization meeting prior to the formal annual approval and subsequent award for Board professional services.
- Long Range Facility Plan to be revised and updated by architect of record as required by law.

XII. Report of the Assistant Superintendent for Business/Board Secretary

A. Reports A148 and A149

It is recommended the Board of Education adopt the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the months of July 2014 and August 2014 and the Treasurer of School Monies for the months of July 2014 and August 2014, 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 #5)

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	___	___
Ms. Brennan	___	___
Mr. Dudeck	___	___
Mr. Hyncik	___	___
Mr. Torres	___	___

B. Budget Transfers – 2014-15 School Year

It is recommended the Board of Education approve the following budget transfers for the 2014-15 school year:

From: 11-310-100-101-00-0108 (Vocational Instructional Salaries)	(\$20,380.00)	To: 11-402-100-100-03-0000 (Athletic Activities Salaries)	\$20,380.00
From: 20-008-100-800-14-000 (Human Service Student Stipends)	(\$ 4,943.30)	To: 20-008-100-610-14-0000 (Human Service Supplies)	\$ 4,943.40

C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A - 2014-15 School Year

It is recommended the Board of Education award the following purchases in excess of the bid threshold which are year to date amounts and in compliance with law.

DIA General Construction	Plumbing Shop Renovations	On-Call Bid	\$77,525.00
Sysco Metro	Culinary Arts Supplies	Food Supplies	\$68,000.00
CDW Government	Technology Equipment	Co-Op	\$63,932.00
DPR Electric	Facility Repairs	Bid	\$47,150.00
Educational Solutions Enterprises	Instructional Supplies	Sole Source	\$38,511.00
Foveonics Imaging Tech., Inc.	Student Data Archiving	Co-Op	\$36,767.00
Grainger	CTE Instruct. & Maint. Supplies	State Contract	\$47,796.00

D. County Capital Allocation – 2014

It is recommended the Board of Education approve the 2014 County Capital projects as submitted to and approved by the Somerset County Freeholders at their August 12, 2014 meeting.

E. Submission of Documentation to NJDOE and Modification of Long Range Facility Plan – 2014 Approved Capital Projects – Windows/Curtain Wall System Bldg. A, G and AD Roof Replacement

It is recommended the Board of Education authorize submission of plans and documentation to NJDOE for the 2014 approved capital projects.

F. Solicit Bids – 2014 Capital Projects – Windows/Curtain Wall System and Bldg. A, G and AD Roof Replacement

It is recommended the Board of Education authorize public advertisement and solicitation of competitive bid proposals by the architect of record for the 2014 approved capital projects.

Motion_____ Second_____

Discussion

Call the Roll

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
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Mr. Smith	___	___
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Ms. Brennan	___	___
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Mr. Dudeck	___	___
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Mr. Hyncik	___	___
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Mr. Torres	___	___
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XIII. Next Meeting

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

October 27, 2014

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

XIV. Remarks from the Public

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 Negotiations 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.

Professional Seminars/Workshops/Travel Reimbursements
September 2014

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	September 19, 2014*	Larry Blanke	NA	NA	Firearms Training	Franklin Township, NJ
2	September 24, 2014	Erik Fargo	\$145.00	NA	Agricultural Education Professional Development Conference	Columbus, NJ
3	October 2, 2014	Chris Miller Anna Murphy Johanna Scholl	\$260 ea.	NA	Becoming a Mentor Educator: Methods for Success	Edison, NJ
4	October 10, 2014	Joe Alfieri Linda Weber-Smith	\$15 ea.	\$25.00/parking \$75.02/mileage \$25.00/parking	US Sign Council Meeting	Atlantic City, NJ
5	October 14, 2014	Denise Gotti Julia Kinsey	\$170 ea.	\$26.44/mileage \$14.60/mileage	Science Convention	Princeton, NJ
6	October 22, 2014	Maria Johnson Diane Ziegler	\$199 ea.	NA	Leadership Seminar	Allentown, PA
7	October 23 rd and 24 th , 2014	Andrew Coslit	\$235.00	NA	Association of Math Teachers of New Jersey Annual Conference	New Brunswick, NJ
8	November 14, 2014	Michele Krause	\$149.00	\$7.11/mileage	Creating PARCC-Like Math Tests	Monroe, NJ
9	October 1, 2014	Chrys Harttraft	\$120.00	NA	Current Issues in Contract Administration	Monroe, NJ
10	November 6-9, 2014	Duane Wallace	\$245.00	\$570.00/hotel \$375.00/airfare \$161.00/meals \$40.00/shuttle \$56.00/airport parking	2014 Association for Education Communications & Technology Conference	Jacksonville, FL
11	October 28-30, 2014	Diane Strober Chrys Harttraft	Group Registration (previously approved 6/23/14)	\$184.00/hotel \$184.00/hotel \$165.00/meals \$15.00/parking		

*Prior approval given by Superintendent

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September 2014

<u>Date of Trip</u>	<u>CTE Program / Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
9/24/2014	TOPS	Camp Mason Harwick, NJ	\$34.00 each/TOPS Paid	District
10/3/2014	TOPS	Wallace House Somerville, NJ	\$0.00	District
10/6/2014	Culinary Arts	Carol Creative Chocolate Somerville, NJ	\$0.00	District
10/10/2014	SkillsUSA	FEA Conf. Center Monroe Twnshp, NJ	\$50.00 each/District Paid	District
10/10-11, 2014	FFA Club	Crown Plaza Hotel Monroe Twnshp., NJ	\$105.00 each/District Paid \$72.00 each/Student Paid	District
10/15/2014	Dance	NYC Lyric Theater NYC, NY	\$75.00 each/Student Paid	SCVTHS & Kensington/ District
10/17/2014	TOPS	Schaefer Farm Flemington, NJ	\$0.00	District
10/20/2014	Cosmetology	NJ Convention Center Edison, NJ	\$25.00 each/Student Paid	District
10/24/2014	Linkages/Middle Earth	Schaefer Farm Flemington, NJ	\$28.00/Linkages Paid	SCVTHS/Linkages
11/3, 4, 10, 11, 17, 18, 24, 25 12/1, 2, 8, 9 2014	Health Occupations	Bridgeway Care Center Bridgewater, NJ	\$0.00	District
11/20/2014	Agricultural Science/FFA	Rutgers SEBS/Cook Campus New Brunswick, NJ	\$0.00	District
11/21/2014	TOPS	Bridgeway Nursing Home Bridgewater, NJ	\$0.00	District
12/5/2014	Health Occupations	LSC-Rutgers Health Science Career Fair Jersey City, NJ	\$12.00 each/Student Paid	District
12/17/2014	TOPS	AMC Bridgewater Bridgewater, NJ	6.00 each/TOPS Paid	District
1/29/2015	TOPS	Museum of Natural History New York, NY	\$22.00 each/Student Paid	District
2/26/2015	TOPS	Maggiano's Bridgewater, NJ	\$14.00 each/TOPS Paid	District
3/12/2015	Health Occupations	Robert Wood Johnson Hospital New Brunswick, NJ	\$0.00	District
3/14/2015	Dance	Union City HS Union City, NJ	\$0.00	District
4/16/2015	Agricultural Science	Rutgers SEBS/Cook Campus New Brunswick, NJ	\$0.00	District
4/16/2015	TOPS	Geopeak Energy Somerset, NJ	\$0.00	Kensington Bus Co./District
4/22/2015	TOPS	AMC Bridgewater Bridgewater, NJ	\$6.00 each/TOPS Paid	District

September 2014

5/15/2015	TOPS	Bridgeway Nursing Home Bridgewater, NJ	\$0.00	District
5/20/2015	Agricultural Science/FFA	Monmouth Univ. W. Long Branch, NJ	\$0.00	District
5/21/2014	TOPS	Ellis Island Jersey City, NJ	\$9.00 each/TOPS Paid	District
6/3/2015	TOPS	Colonial Park Somerset, NJ	\$10.00 each/Student Paid	District
6/12/2014	TOPS	White Oak Park Branchburg, NJ	\$0.00 each/TOPS Paid	District

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POLICY GUIDE

TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students

Jun 14

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[See POLICY ALERT No. 203]

3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.



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TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and



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TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students

8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
 - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.



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TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
 - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.



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Electronic Communications Between Teaching Staff Members and Students

- b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
- c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

[Optional: District may select one of the following exemption options

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will



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provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

X A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:



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Electronic Communications Between Support Staff Members and Students

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[See POLICY ALERT No. 203]

4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

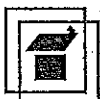
The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:



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1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.



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Electronic Communications Between Support Staff Members and Students

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
 - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
 - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
 - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field



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Electronic Communications Between Support Staff Members and Students

trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Support Staff Members and Students
 - a. Text messaging communications between a support staff member and an individual student are prohibited.
 - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
 - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
 - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.



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Electronic Communications Between Support Staff Members and Students

- c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

- 1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
- 2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.



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Electronic Communications Between Support Staff Members and Students

[Optional: District may select one of the following exemption options

— A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The parent of the student and the support staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the support staff member. The Principal will provide written approval of the request to the support staff member and the student. If the Principal does not approve the request, the support staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual support staff member and student included in the request and for the school year in which the request is submitted.

✓ — A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:



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Assaults on District Board of Education

Members or Employees

Jun 14

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[See POLICY ALERT No. 203]

R 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

A. Definitions

“Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



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Assaults on District Board of Education
Members or Employees

B. Removal of Students for Assault on Board Members and Employees

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee, or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
2. A student, other than a student with a disability, who commits an assault pursuant to B.1. above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
 - a. Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
3. A student with a disability who commits an assault pursuant to B.1. above shall be removed in accordance with N.J.A.C. 6A:14.

C. Procedures – Removal of Students for Assault on Board Members and Employees

1. The Principal or designee shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;



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Assaults on District Board of Education
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- d. Notify the student's parent of the removal action and the student's due process rights; and
 - e. Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.
2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

Adopted:



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Removal of Students for Assaults with Weapons

Offenses

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[See POLICY ALERT No. 203]

5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.



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Removal of Students for Assaults with Weapons
Offenses

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

Adopted:



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Removal of Students for Assaults with Weapons
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[See POLICY ALERT No. 203]

R 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

A. Definitions

“Removal” means the exclusion of a student from the general education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



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Removal of Students for Assaults with Weapons
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B. Removal of Students for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any student, other than a student with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school's general education program for a period not exceeding one calendar year.
2. The Superintendent may modify on a case-by-case basis the removal of a general education student.
3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education student.
4. The Board shall immediately remove students with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

C. Procedures – Removal of Students for Assaults with Weapons Offenses

1. The Principal or designee shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and



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Removal of Students for Assaults with Weapons
Offenses

- e. Notify the student's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and
 - (4) A general education student's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.5 or a student with a disability's due process rights, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
- 2. A student, other than a student with a disability, removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9:
 - a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
- 3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
- 4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to an informal hearing, pursuant to N.J.A.C. 6A:16-7.2 and 7.3, and a hearing before the Board of Education pursuant to N.J.A.C. 6A:16-7.3.
- 5. If it is found that the removed student did not commit the offense(s), the student shall be immediately returned to the program from which he or she was removed.



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Removal of Students for Assaults with Weapons
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D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The Board's removal decision;
 - c. The results of relevant testing, assessment, or evaluation of the student; and
 - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

E. Exception

1. The provisions of N.J.A.C. 6A:16-5.6 shall not apply to a student who has obtained the Superintendent's written authorization to lawfully possess a firearm or other weapon while participating in a school-sponsored function.
 - a. The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or weapon or for a crime involving the use of a firearm.

Adopted:

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Home Instruction Due to Health Condition

Jun 14

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[See POLICY ALERT Nos. 96, 108, 147, 177 and 203]

2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education ~~shall~~ will provide instructional services to an enrolled ~~student, pupil~~ whether a general education ~~student~~ pupil in Kindergarten through grade twelve or a special education ~~student~~ pupil ^{up to age} ~~age three to twenty-one~~, at the ~~pupil's home or another suitable out of school setting~~ when the ~~student~~ pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment ~~that which~~ precludes participation in their usual education setting, **whether general or special education**. These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out of school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.

grade Nine

A ~~parent's~~ rRequests for home instruction shall include a written determination from the ~~student's~~ pupil's physician documenting the projected need for the ~~pupil's~~ confinement **at the student's** to their residence or other treatment setting for **more than** ten consecutive school days or **twenty five** ~~or more~~ cumulative school days during the school year. The written determination from the ~~student's~~ pupil's physician shall be forwarded to the school physician, who shall **either** verify the need for home instruction **or provide reasons for denial**. The parent(s) or legal guardian(s) shall be notified concerning the school physician's verification or reasons(s) for denial within five school days after receipt of the written determination by the ~~student's~~ pupil's physician.

The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, or through online services, including any needed equipment, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the ~~student's~~ pupil's confinement, during the first week of the ~~student's~~ pupil's confinement to the home or out-of-school setting.



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Home Instruction Due to Health Condition

The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). The school district ~~shall will establish~~ maintain a written plan for the delivery of instruction and ~~maintain a record of~~ **delivery of instructional services and student progress**. ~~The teacher providing instruction shall be a appropriately certified teacher for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9. The teacher shall provide one-on-one instruction in accordance with the requirements of N.J.A.C. 6A:16-10.1(e)3.~~ **The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.**

For a ~~student pupil~~ with disabilities, the home instruction shall be consistent with the ~~student's pupil's~~ **Individualized Education Plan (IEP)** to the extent appropriate, and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8. When the provision for home instruction for a ~~student pupil~~ with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the ~~student's pupil's~~ **IEP**.

For a ~~student pupil~~ without ~~disability~~ disabilities, the home instruction shall meet the Core Curriculum Content Standards, pursuant to N.J.A.C. 6A:8 and the district's requirements of the Board for promotion to the next at that grade level. When the provision for home instruction for a ~~student pupil~~ without disabilities will exceed sixty calendar days, the school physician shall will refer the ~~student pupil~~ to the Child Study Team for evaluation, pursuant according to the requirements of N.J.A.C. 6A:14.

~~The school district shall be responsible for the costs of providing instruction for pupils as required by N.J.A.C. 6A:16-10.1(b).~~

The Board reserves the right to withhold home instruction when the reason for the ~~student's pupil's~~ confinement is such as to expose a teacher to a health hazard or dangerous home situation;; **when a parent(s) or legal guardian(s), or other responsible adult twenty-one years of age or older, who has been designated by the parent**, is not present during the hours of instruction;; or **when the condition of the student pupil** is such as to preclude benefit from such instruction.



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Home Instruction Due to Health Condition

Students Pupils on home instruction will be accounted for on the attendance register as required by the Department of Education. The name of a **student** pupil on home instruction will not be released at a public Board meeting or placed in a public record.

N.J.S.A. ~~18A:46-10~~ 18A:38-1 through 18A:38-25

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1

Adopted:



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Home Instruction Due to Health Condition

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[See POLICY ALERT Nos. 177 and 203]

R 2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education ~~shall~~ will provide instructional services to an enrolled ~~student pupil~~ whether a general education ~~student pupil~~ in ^{Grade Nine} Kindergarten through grade twelve or special education ~~student pupil~~ ^{Up to age} ~~age three to twenty-one~~, at the ~~pupil's home or another suitable out-of-school setting such as a hospital or rehabilitation program~~ when the ~~student pupil~~ is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment ~~that which~~ precludes participation in their usual education setting, whether general education or special education.

A. Request For Home Instruction Due To A Temporary or Chronic Health Condition

1. ~~The parent(s) or legal guardian(s) shall submit a request to the~~
Dir. of Pupil Services ~~(building level or central office administrator~~
~~school staff member responsible for receiving home instruction~~
~~requests)~~ that includes a written determination from the ~~student's~~
~~pupil's~~ physician documenting the projected need for confinement
at the ~~student's~~ ~~pupil's~~ residence or other treatment setting for
~~more than~~ ten consecutive school days or ~~twenty~~ fifteen
cumulative school days ~~or more~~ during the school year.
2. The Dir. of Pupil Serv. (same staff member identified above)
shall forward the written determination to the school physician,
~~who shall review the written determination and~~ verify the need for
home instruction. The school physician may contact the ~~student's~~
~~pupil's~~ physician to secure additional information concerning the
~~student's~~ ~~pupil's~~ diagnosis or need for treatment, and shall either
verify the need for home instruction or shall provide reasons for
denial to the Dir. of Pupil Serv. (same staff member identified
above).
3. The Dir. of Pupil Serv. (same staff member identified
above) shall notify the ~~parent(s) or legal guardian(s)~~ concerning
the school physician's verification or reasons for denial within five
school days after receipt of the written determination by the
~~student's~~ ~~pupil's~~ physician.



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Home Instruction Due to Health Condition

B. Providing Services

1. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the ~~student's~~ pupil's confinement, during the first week of the ~~student's~~ pupil's confinement to the home or out-of-school setting.
2. The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, **through online services, including any needed equipment,** or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency pursuant to N.J.A.C. 6A:14 for the following categories of ~~students~~ pupils:
 - a. A ~~student~~ pupil who resides within the area served by this Board of Education and is enrolled in a public school program; or
 - b. A ~~student~~ pupil who is enrolled in a nonpublic school that is located within the area served by this Board of Education pursuant to N.J.S.A. 18A:46A-1 et seq.

C. Minimum Standards Requirements For Home or Out-of-School Instruction

1. The district shall establish a written plan for the delivery of instruction **to continue the student's academic progress** and to maintain a record of delivery of instructional services and ~~student~~ pupil progress for ~~each pupil receiving home or out-of-school instruction.~~
2. The teacher providing instruction shall be **a certified teacher.**
3. The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.



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Home Instruction Due to Health Condition

- a. ~~For a pupil without disabilities whose projected confinement will exceed thirty consecutive calendar days, the _____ (same staff member identified above) shall coordinate the development of an Individualized Program Plan (IPP) for the pupil within no more than thirty calendar days from the date on which the school district received the school physician's verification that the period of confinement would likely exceed this thirty consecutive calendar day threshold.~~
2. ~~The teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. ~~The teacher shall provide one on one instruction for no fewer than five hours per week on three separate days of the week and, if the pupil is physically able, no fewer than five hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom.~~
 - a. ~~If home instruction is provided to pupils in a small group rather than through one on one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of pupils in the group by five hours. The hours of instruction shall be provided on no fewer than three separate days during the week.~~
4. For a **student** pupil with disabilities, the home instruction shall be consistent with the **student's** pupil's Individualized Education Plan (IEP) to the extent appropriate, and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8, Standards and Assessment. When the provision of home instruction will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the **student's** pupil's IEP.



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Home Instruction Due to Health Condition

5. For a **student** ~~pupil~~ without a disability, the home instruction shall meet the Core Curriculum Content Standards ~~pursuant to N.J.A.C. 6A:8, Standards and Assessment~~, and the ~~district's~~ requirements of **the Board of Education** for promotion **to the next** at ~~that~~ grade level. When the provision of home instruction will exceed sixty calendar days, the school physician shall refer the **student** ~~pupil~~ to the Child Study Team for evaluation ~~pursuant according to the requirements N.J.A.C. 6A:14.~~

Issued:



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Student Pupil Intervention and Referral Services

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[See POLICY ALERT Nos. 120, 134, 147, 153, 172, 177 and 203]

2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation of a ~~coordinated system~~ in each school building in which general education ~~students~~ pupils are served, **a coordinated system** for the planning and ~~delivery of~~ **delivering** intervention and referral services that are designed to assist ~~students~~ pupils who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing ~~students'~~ pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. **The Board adopts this appropriate multidisciplinary team approach for planning and delivering the services required under N.J.A.C. 6A:16-8.**

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team. The intervention and referral services shall be provided to aid ~~students~~ pupils in the general education program and, pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq., may be provided for ~~students~~ pupils who have been determined to be in need of special education programs and services **pursuant to N.J.A.C. 6A:16-8.1(a).** The intervention and referral services provided for ~~students~~ pupils who have been determined to be in need of special education programs and services shall be coordinated with the ~~student's~~ pupils' Individualized Education Program ~~T~~team, as appropriate.

The functions of the system of intervention and referral services in each school building ~~which general education students are served~~ shall be **pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.:**

1. ~~Identify learning, behavior, and health difficulties of pupils;~~
2. ~~Collect thorough information on the identified learning, behavior, and health difficulties;~~
3. ~~Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;~~



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Student Pupil Intervention and Referral Services

4. ~~Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;~~
5. ~~Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;~~
6. ~~Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;~~
7. ~~Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;~~
8. ~~Coordinate the services of community based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;~~

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

9. ~~Maintain records of all requests for assistance, intervention and referral services action plans, and related pupil information pursuant to N.J.A.C. 6A:16-8.2(a)9;~~

10.

The I&RS Team shall rReview and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and.



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Student Pupil Intervention and Referral Services

11. —

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Building Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3:

Each _____ (name of I&RS Team) will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a pupil in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the pupil or study the issue.

The _____ (name of I&RS Team) will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.

When a pupil is referred to the _____ (name of I&RS Team), the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community members and/or community based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.



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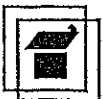
Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the _____ (name of I&RS Team), except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.

The Principal shall, in consultation with the _____ (name of I&RS Team), report to the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans.

N.J.S.A. 18A:46-18.1 et seq.

N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3

Adopted:



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[See POLICY ALERT Nos. 120, 134, 147, 153, 177 and 203]

R 2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

A. Establishment of Intervention and Referral Services

1. The Superintendent of Schools will establish and implement in each school building in which general education students are served, ~~district-wide procedures for each school building in which general education pupils are served for the~~ a coordinated system for planning and delivery of delivering intervention and referral services that are designed to assist students pupils who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2.

B. Functions of Intervention and Referral Services

1. ~~The Each-Building~~ Principal in each school building in which general education students are served will establish an Intervention and Referral Services (I&RS) Team referred to as the _____ (name of I&RS team). The I&RS Team _____ (name of I&RS team) will be comprised of the following:
 - a1. The Principal or a member of the teaching staff other than a special education ~~teaching staff member~~, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
 - b2. A member of the Child Study Team (CST) or an educational services staff member;
 - c3. The staff member who referred the student a pupil in need of assistance or identified a school issue for discussion; and
 - d4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular student pupil.



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Student Pupil Intervention and Referral Services

25. The district will provide support, guidance, and professional development to school staff **members** who participate in each school's building's system for planning and providing intervention and referral services.

C. Student Pupil Referral

1. A **student pupil** not known to have a disability who is experiencing **learning, behavior, or health difficulties** ~~difficulty in the classroom~~ shall ~~may~~ be referred to the **I&RS Team** ~~_____ (name of I&RS team)~~. This referral may be made by any school staff member ~~the classroom teacher or by the student's parent his/her parent(s) or legal guardian(s)~~. The ~~student's pupil's~~ parent(s) or legal guardian(s) shall be informed of any such referral.
 - a. The district will provide support, guidance, and professional development to school staff **members on identifying who identify student** learning, behavior, and health difficulties.
2. When it appears that a referred **student pupil** may have a disability, the **I&RS Team** ~~_____ (name of I&RS team)~~ shall refer the **student pupil** to the CST for evaluation pursuant to Policy No. 2460 for a determination of the **student's pupil's** eligibility for special education and/or related services.
3. The **I&RS Team** ~~_____ (name of I&RS team)~~ shall consult with the **student's pupil's** ~~regular classroom~~ teacher(s), parent(s) or legal guardian(s), and any school staff member ~~employee~~ as appropriate to **identify and collect information on the learning, behavior, and health difficulties of the student** ~~gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct~~.
4. The school nurse ~~may be requested to shall~~ review the **student's pupil's** health records and inform the **Principal committee** of any **health** condition relevant to the **pupil's student's** difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult **student pupil** or the **student's pupil's** parent(s) or legal guardian(s).



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Student Pupil Intervention and Referral Services

5. As appropriate, the **I&RS Team** _____ (~~name of I&RS team~~) may consult with community-based social and health agencies that provide services to the **student pupil** or the **student's pupil's** family.
6. The **I&RS Team** shall determine if the student's learning, behavior, and/or health difficulties may be helped with a written action plan.

D. Intervention and Referral Services Action Plans

1. The **I&RS Team** _____ (~~name of I&RS team~~) shall develop prepare and implement a written action plan for referred students pupils that provide for appropriate school or community interventions or referrals to school and community resources, based on collected data and desired outcomes for the identified learning, behavior, or health difficulties who require supportive services, modifications to their regular educational program, or assessment and referral to school or community based social and/or health provider agencies.
2. The intervention and referral services action plan shall:
 - a. Detail any modifications in the **student's pupil's** educational program which will include, but not be limited to, support and guidance to the student's teacher(s);;
 - b. List the persons who will implement the action plan;;
 - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies;;
 - d. Document parental notification of the **student's pupil's** referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or Federal rules mandated confidentiality in an alcohol or drug related matter;;



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Student Pupil Intervention and Referral Services

- e. ~~Involve t~~**The student's parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and referral services action plans by being offered an opportunity to provide input in the development and implementation of the action plan;**and****
 - f. ~~Identify the I&RS Team committee member(s) who will to coordinate the access to and delivery of school resources and services for achieving outcomes identified in the intervention and referral services action plan monitor and review the pupil's progress;~~**and**
 - g. **Identify the I&RS Team member(s) who will coordinate the services of community-based social and health provider agencies and other community resources for achieving outcomes identified in the intervention and referral services action plan.**
3. ~~The implementation and effectiveness of each the intervention and referral services action plan shall be reviewed by the I&RS Team within eight calendar weeks from the beginning of its implementation. The I&RS Team committee shall consult the referring school staff member and any other school staff members for his/her assessment of to assess the effectiveness of the plan.~~
- a4. ~~If the implementation of the action plan is determined to be ineffective, not achieving the identified outcomes, the plan shall be modified to achieve the outcomes, as appropriate reviewed and amended as necessary. If the review indicates the student may have a disability, the student pupil shall be referred to the CST.~~
4. **The I&RS Team may review any intervention and referral services action plan throughout the school year. However, at a minimum, the I&RS Team shall annually review all intervention and referral services action plans and the actions taken as a result of the school building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.**



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Student Pupil Intervention and Referral Services

E. Records and Annual Reports

1. ~~Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with Federal and State laws, pursuant to N.J.A.C. 6A:16-8.2(a)9.~~
12. At the end of the school year, the Principal shall, in consultation with the **I&RS Team** _____ **(name of I&RS team)**, develop a report on the concerns and **issues** ~~problems~~ identified by ~~the through I&RS Team committee discussions and the effectiveness of the services provided in achieving the outcomes identified~~ documented in the intervention and referral services action plans. The report shall also include:
 - a. A description of the needs and issues identified through referrals to the **I&RS Team committee**;;
 - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year;;
 - c. A description of activities planned in response to the needs and issues significant in school planning;; and
 - d. **Any other information the Principal or the I&RS Team determine would be beneficial to improving the school's system for planning and delivering intervention and referral services designed to assist students.**
- 2d. The Principal's report shall be **provided** ~~given~~ to the **Superintendent of Schools** ~~Board of Education~~ and kept on file as a public record.

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Home or Out-of-School Instruction for a General
Education Student for Reasons Other Than a
Temporary or Chronic Health Condition Pupils

Jun 14

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[See POLICY ALERT Nos. 158, 173, 177 and 203]

2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL EDUCATION STUDENT FOR REASONS OTHER THAN A TEMPORARY OR CHRONIC HEALTH CONDITION PUPILS

The Board of Education district shall will provide instructional services to an enrolled general education student pupils at the student's pupil's home or other suitable out-of-school setting under the following conditions:

- A. The student pupil is mandated by State law and rule for placement in an alternative education program for violations of N.J.A.C. 6A:16-5.5 (firearm offenses) and 6A:16-5.6 (assault with weapons offenses), but placement is not immediately available;
- B. The student pupil is placed on short-term or long-term suspension from participation in the general education program pursuant to N.J.A.C. 6A:16-7.2 and 7.3; or
- C. A court order requires the student pupil receive instructional services in the home or other out-of-school setting.

The school district in which a the student pupil resides shall be is responsible for the costs of providing instruction in the home or out-of-school setting either directly, or through online services, including any needed equipment, or through contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency. The district shall provide services no later than five school days after the student pupil has left the general education program.

The services to be provided shall meet the minimum standards as required in N.J.A.C. 6A:16-10.2(d). The district will develop an Individualized Program Plan (IPP) for the delivery of instructional services and pupil progress in accordance with requirements of N.J.A.C. 6A:16-10.2(d)1. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals. The IPP shall incorporate any prior findings and actions



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~~recommended through the school building's system of Intervention and Referral Services pursuant to N.J.A.C. 6A:16-8 and recommend placement in an appropriate educational program. The school district shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and revise the IPP no less than every sixty calendar days.~~

The teacher(s) providing the instruction ~~shall~~ will be appropriately a certified teacher for the subject and grade level of the pupil. The teacher shall provide ~~One-on-one instruction will be provided for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the student's pupil's classroom.~~ If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.

The Pupils will receive instruction ~~shall~~ that meets the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and that meets the school Board of Education's district's requirements for promotion and graduation.

If instruction is delivered in the ~~student's~~ pupil's home, a parent or other adult ~~twenty-one~~ 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP or to be present in the home as required may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.

The ~~_____ (administrator responsible for maintaining home instruction records)~~ shall maintain a summary record, pursuant to N.J.A.C. 6A:16-10.2(g)1, concerning pupils receiving home or out of school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs. The Superintendent shall provide the summary report annually to the County Superintendent pursuant to N.J.A.C. 6A:16-10.2(g).

N.J.S.A. 18A:38-1 through 18A:38-25

N.J.A.C. 6A:16-10.2

Adopted:



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[See POLICY ALERT Nos. 177 and 203]

R 2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL EDUCATION STUDENT FOR REASONS OTHER THAN A TEMPORARY OR CHRONIC HEALTH CONDITION PUPILS

The Board of Education ~~will~~ **shall** provide instructional services to an enrolled general education **student pupil** at the **student's pupil's** home or other suitable out-of-school setting pursuant to N.J.A.C. 6A:16-10.2.

A. Conditions For Providing Instructional Services – N.J.A.C. 6A:16-10.2(a)

1. The **student pupil** is mandated by State law and rule for placement in an alternative education program, for ~~violations of N.J.A.C. 6A:16-5.5 and 5.6~~ but placement is not immediately available;
2. The **student pupil** is placed on short-term or long-term suspension from participation in the general education program ~~pursuant to N.J.A.C. 6A:16-7.2 and 7.3~~; or
3. A court order requires the **student pupil** to receive instructional services in the home or other out-of-school setting.

B. Providing Services

1. The school district shall provide services no later than five school days after the **student pupil** has left the general education program.
2. The school district in which a **student the pupil** resides shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through **online services, including any needed equipment, or through** contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency.



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Home or Out-of-School Instruction for a General
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C. Standards For Home or Out-of-School Instruction

1. ~~The _____ (building level or central office administrator the school staff member responsible for these home instruction services)~~ shall coordinate the development of an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of delivery of instructional services and pupil progress.
1. The district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.
2. The teacher providing instruction shall be a certified teacher.
 - a. ~~For a pupil expected to be on home instruction for thirty calendar days or more, the IPP shall be developed within thirty calendar days after placement;~~
 - (1) ~~For a pupil on short term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.2, development of an IPP is not required.~~
 - (2) ~~For a pupil on long term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.3, the IPP shall be developed within thirty days following a determination by the school district.~~
 - b. ~~The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals;~~



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- c. ~~The IPP shall incorporate any prior findings and actions recommended through the school building system of Intervention and Referral Services, pursuant to N.J.A.C. 6A:16-8, Intervention and Referral Services;~~
 - d. ~~The IPP shall recommend placement in an appropriate educational program, including supports for transition back to the general education setting; and~~
 - e. ~~The _____ (building level or central office administrator responsible for home instruction services) shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and coordinate the revision of the IPP no less than every sixty calendar days.~~
2. ~~The teacher providing instruction shall be appropriately certified for the subject and grade level of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. The teacher shall provide one-on-one instruction for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the **student's** ~~pupil's~~ classroom.
- a. ~~If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.~~
4. The instruction shall meet the Core Curriculum Content Standards ~~in accordance with N.J.A.C. 6A:8 and the Board of Education's district's~~ requirements for promotion and graduation.



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Home or Out-of-School Instruction for a General
Education Student for Reasons Other Than a
Temporary or Chronic Health Condition Pupils

5. ~~If instruction is delivered in the pupil's home, a parent(s) or legal guardian(s) or other adult twenty-one years of age or older who has been designated by the parent(s) or legal guardian(s) shall be present during all periods of home instruction.~~
6. ~~Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP as required or to be present in the home as required in 5. above may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.~~

D. ~~Record Keeping~~

1. ~~The _____ (building level or central office administrator responsible for home instruction services) shall maintain a summary record concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs.~~
 - a. ~~The summary record shall provide information concerning the number of pupils categorized by age, grade and gender, the number of weeks on home instruction before placement in the recommended setting, and the reasons for delay.~~
 - b. ~~The Superintendent shall provide the summary report annually to the Executive County Superintendent of Schools.~~

Issued:



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[See POLICY MEMO No. 17]

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

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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 the students pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from Attendance at school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Students Pupils that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A No student pupil who is absent from school excused for observing a religious holiday shall not be deprived of an any award, or eligibility, or opportunity to compete for any an award, or deprived of the right to take an alternate test or examination opportunity that was missed because of the absence provided there is a written excuse of such absence signed by the parent to make up a test given on the religious holiday.

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

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.



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Students Pupils shall be subjected to the school district's response for unexcused absences **that account toward truancy** during the school year as outlined in N.J.A.C. 6A:16-7.68(a)4 and Regulation 5200.

~~In addition, Unexcused absences from school or from classes within the school day may shall subject a student pupil to consequences the disciplinary rules of the Board, which that may include the denial of a student's pupil's participation in co-curricular activities and/or athletic competition. Repeated absences from school Repeated truancies that interfere with efforts of 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 suspension or expulsion of the any student pupil from a class or the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.~~

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 ~~for the district or for a school in the district~~ 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** ~~performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.~~

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.68; **6A:32-8.3**

Adopted:



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[See POLICY MEMO. No. 17]
[See POLICY ALERT Nos. 95, 96, 139, 176 and 203]

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. ~~"Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.~~
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.



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B. Attendance Recording

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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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a. ~~A pupil will be considered to have attended school if he/she has been present at least _____ hours during the school day.~~

b. ~~A Kindergarten pupil will be considered to have attended school if he/she has been present at least _____ hours during the Kindergarten session to which the pupil is assigned.~~

7e. A student pupil 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. Excused/Unexcused Absences

1. "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, for Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education.

2. "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 excused as defined above or for any unexcused absence that does not count toward truancy listed below.

3. "Unexcused absence that does not count toward truancy" is a student's absence from school for a full day or a portion of a day for the reasons listed below:

[Select one or more options below]

2. ~~"Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:~~

☒ a. The student's pupil's illness supported by a written letter from the parent upon student's return to school;

☒ b. Family illness or death; The student's required attendance in court;



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- ~~e.~~ Educational opportunities;
- ~~d.~~ Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;;
- ☒ ~~e.~~ 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 pursuant to N.J.A.C. 6A:16-2.3;;
- ☒ ~~f.~~ The student's pupil's suspension from school;;
- ☒ Family illness or death supported by a written letter from the parent upon the student's return to school;
- ☒ Visits to post-secondary educational institutions;
- ~~g.~~ The pupil's required attendance in court;
- ☒ ~~h.~~ Interviews with a prospective employer or with an admissions officer of an institution of higher education;;
- ☒ ~~i.~~ Examination for a driver's license;;
- ☒ ~~j.~~ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;;
- ☒ ~~k.~~ An absence for a reason not listed above, but deemed **unexcused that does not count toward truancy** excused by the **Principal** _____, upon a written request by the **student's pupil's** parent or legal guardian to the **Building Principal or designee** stating the reason for the absence and requesting permission for the absence to be an **unexcused excused absence that does not count toward truancy**;;

~~l.~~ _____;
_____;

~~m.~~ _____
_____.



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43. "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 unexcused absence not counted toward truancy listed in C.3. above shall be an absence counted toward truancy. ~~is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:~~

- a. ~~Leaves school at lunch time without a pass;~~
- b. ~~Leaves school without permission when school is still in session;~~
- c. ~~Leaves class because of illness and does not report to the school nurse as directed, or~~
- d. ~~Is present in school but is absent from class without approval. Such truancy from class is a "class cut."~~

4. ~~"Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.~~

[Optional

- 5a. Instances of tardiness in the number established by Policy No. 5240 ~~may will constitute a single an unexcused absence that counts toward truancy.]~~

DB. Notice to School of a Student's Pupil's Absence

- 1. The parent(s) ~~or legal guardian(s)~~ or adult ~~student~~ pupil is requested to call the school office before **the start of the student's school day** _____ a.m. ~~of the morning of the pupil's absence.~~
- 2. The parent(s) ~~or legal guardian(s)~~ **of the student or an adult of a student** pupil who **will** attended the morning session, but will not attend the afternoon session should call **or provide notice to the school office before the start of the afternoon session** _____ m. ~~to give notice of the pupil's absence.~~



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3. The parent(s) or legal guardian(s) or adult **student pupil** who anticipates a future absence or anticipates that an absence will be prolonged should notify the **school office** _____ to arrange who will assist in the arrangement of make-up work.

EG. Readmission to School After an Absence

1. A **student pupil** returning from an absence of any length of time must **provide** present to the _____ a written statement, that is dated and signed by the parent(s) or legal guardian(s) or adult **student pupil**, listing of the reasons for the absence.
2. A note explaining a **student's pupil's** absence for a noncommunicable illness for a period of more than 5 school days must be accompanied by a physician's statement of the **student's pupil's** illness with **medical clearance to return to school**.
3. A **student pupil** 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 No. 8451.

FD. Instruction

1. Teachers **shall** ~~are expected to~~ cooperate in the preparation of home assignments for **students pupils** who anticipate an excused absence of _____ school days duration. The ~~parent(s) or legal guardian(s) or adult student pupil~~ must request such home assignments.
2. A **student pupil** who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The ~~parent(s) or legal guardian(s) or adult pupil~~ must request home instruction.
3. **Students Pupils** absent for any reason are expected to make up the work missed. In grade _____ and above, The **parent or student pupil** is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.



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4. In general, ~~students~~ pupils will be allowed a reasonable amount of time as determined by the teacher _____ day(s) to make up missed work for each one day of absence. Teachers shall ~~make reasonable accommodations to extend time for pupils.~~
5. A ~~student~~ pupil who missed a test or an exam because of an excused absence shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

GE. Denial of Course Credit

1. The teacher will determine the credit to be awarded a ~~student~~ pupil for make-up work, ~~subject to the rules set forth in this section.~~ Where class participation is a factor in the learning process, the teacher may consider a ~~student's~~ pupil's absences in determining a final grade, except ~~excused~~ that absences for the observance of a pupil's religious holiday or ~~absence~~ for a suspension from school **will not** ~~cannot~~ adversely affect the ~~student's~~ pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a ~~student~~ pupil who has not had a full opportunity to make up missed work.

[Optional

2. A secondary ~~student~~ pupil ~~may~~ **will** be dropped from a the course and ~~or~~ denied course credit when he/she has been absent from _____ (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that ~~excused~~ absences for the observance of religious holidays and ~~or~~ absences caused by a ~~student's~~ pupil's suspension will not count toward the total.]

[Options

- ✓ Exceptions to this rule may be made for ~~students~~ pupils whose absences are excused and who have demonstrated to the teacher through completion of **make-up assignments** ~~home assignments and/or home instruction~~ that they have mastered the proficiencies established for the course of study.



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

b. A secondary ~~student~~ ~~pupil~~ denied course credit ~~after completing the course will be permitted to~~ may attend a credit completion session to regain the denied credit, provided the ~~student~~ ~~pupil~~ has not been absent from the class more than _____ times.]

[Optional

3. An elementary ~~student~~ ~~pupil~~ ~~may will~~ be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent _____ (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that ~~excused absences for the observance of religious holidays and during a~~ ~~absences due to student's~~ ~~pupil's~~ suspension will not count toward the total.]

[Option

Exceptions to this rule may be made for ~~students~~ ~~pupils~~ whose absences are excused and 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.]

HF. 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 ~~Building~~ Principal or designee shall:
 - a. Make a reasonable attempt to notify the ~~student's~~ ~~pupil's~~ parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. **Make a reasonable attempt to determine** ~~Conduct an investigation of the cause of the~~ each unexcused absence, including **through** contact with the ~~student's~~ ~~pupil's~~ parent or legal guardian;



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- c. ~~Identify, Develop an action plan~~ in consultation with the ~~student's pupil's~~ parents, or legal guardian **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:16-11**10**, if a potentially missing or abused child abuse 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 Building Principal or designee shall:
- a. Make a reasonable attempt to notify the **student's** pupil's parent or legal guardian 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**, ~~Conduct a follow up investigation, including through~~ contact with the **student's** pupil's parent or legal guardian, ~~to determine the cause of each unexcused absence;~~
 - c. Evaluate the appropriateness of the action **taken plan** developed pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and **H.1.c. F.1.c.** above;
 - d. ~~Develop an~~ **Revise the action plan, as needed, to identify patterns of unexcused absences and to establish outcomes based upon the student's pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which** that may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



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- (2) Conduct testing, assessments, or evaluations of the ~~student's~~ pupil'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 the court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below** ~~designated by the New Jersey Administrative Office of the Courts; and~~
 - (6) Proceed in accordance with ~~the provisions of~~ N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~11~~10, if a potentially missing or **abused** child ~~abuse~~ 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 of ten or more, a student** ~~the pupil~~ between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-2527, and the ~~Building~~ Principal or designee shall:
- a. Make a **determination regarding the need for a court mandatory referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below** ~~to the court program required by the New Jersey Administrative Office of the Courts;~~
 - b. ~~Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;~~
 - be. Continue to consult with the parent ~~or legal guardian~~ and the involved agencies to support the **student's** ~~pupil's~~ return to school and regular attendance;



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- cd. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- de. 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.

54. For a student pupils with a disability disabilities, 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., of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii. ; pursuant to N.J.A.C. 6A:16-2.3.



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65. 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.** ~~F.1.~~ above for each **student pupil** with up to four cumulative unexcused absences **that count toward truancy.**

a. For each **student pupil** 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 ~~by the receiving school.~~

(1) The sending school district shall proceed in accordance with the ~~district~~ Board of Education's policies and procedures pursuant to **N.J.A.C. 6A:16-7.6(a) and H.5.** ~~F.~~ 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 F.2. through F.4. above,~~ as appropriate.

IG. Discipline

1. ~~Students~~ Pupils may be denied participation in co-curricular activities if ~~their the Board establishes attendance fails to meet the standards for participation set forth in Policy No. 2430.~~
2. ~~Students~~ Pupils may be denied participation in athletic competition if ~~the Board establishes their attendance fails to meet the standards for participation set forth in Board Policy No. 2431.~~
3. No **student pupil** 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.
4. ~~In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.~~
5. ~~The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.~~



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JH. Recording Attendance

1. Teachers must accurately record the ~~students~~ pupils present, tardy, ~~and or~~ absent each day in each session or each class. Attendance records must also record ~~students'~~ pupils' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence, unexcused absence that counts toward truancy, and unexcused absence that does not count toward truancy for each student. ~~Teachers must classify and record each absence as excused, unexcused, or truancy.~~
3. ~~The attendance form will be delivered, no later than _____ a.m., to _____, who will verify pupil absences.~~
34. A report card will record the number of times the ~~student~~ pupil was absent and tardy in each marking period.
45. A ~~student's~~ pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

KI. Appeal

1. A ~~truant Students~~ pupil may be **subject to appropriate discipline for their school attendance record** ~~suspended or expelled for trancies in accordance with Policy Nos. 5610 and 5620.~~
2. A ~~student~~ pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
3. A ~~student~~ pupil 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:



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- a. The ~~student~~ **pupil** 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 ~~admitted each~~ absences, ~~any~~ documentation that ~~may would reduce~~ support ~~reducing~~ the number of absences ~~for the~~ purposes of course credit, and reasons why the ~~student~~ **pupil** should ~~either~~ continue to be enrolled in the course and/or receive course credit for a class the ~~student~~ **pupil** completed.
- b. The **Principal or designee** _____ will respond in writing no later than seven ~~school working~~ days after receiving the ~~student's~~ **pupil's** appeal.
- c. If the ~~student~~ **pupil** is not satisfied, he/she may submit a ~~written request to the Principal~~ request for consideration by an Attendance Review Committee.
- d. On ~~a the student's~~ **the pupil's** request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee consisting of _____, _____, and _____. The Attendance Review Committee shall meet informally to hear the ~~student's appeal~~ **pupil's** reasons for reenrollment and/or credit. The ~~student's~~ **pupil's** parent(s) or legal guardian(s) and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the ~~student~~ **pupil** in writing within seven ~~school working~~ days of the meeting. ~~The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.~~



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- f. The ~~student~~ pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, ~~in that order and~~ in accordance with Policy No. 5710, Pupil Grievance and N.J.S.A. 18A. An appeal ~~Resort~~ to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance ~~procedure~~ outlined in Policy 5710.

~~LJ.~~ Attendance Records Improvement Plan

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. The _____ will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.
2. ~~When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.~~

Adopted:



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[See POLICY ALERT No. 140, 144, 147, 176 and 203]

5610 SUSPENSION

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

Any **student pupil** 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 pupil** 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 Pupil 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 pupil** from the regular instructional program.

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

~~Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school sponsored function shall be immediately removed from the school's regular educational program pending a hearing before the Board of Education to remove the pupil in accordance with N.J.S.A. 18A:37-8 and Policy No. 5611.~~

~~Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon, other than a firearm, on any school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education in accordance with N.J.S.A. 18A:37-2.2. and Policy 5612.~~



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~~Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with N.J.S.A. 18A:37-2.1.a.~~

~~Pursuant to N.J.S.A. 18A:37-2.1.b., whenever a teacher, administrator, Board member, school district employee or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a pupil, the Principal shall file a written report with the Superintendent. The Superintendent, upon receiving such report shall report the alleged assault to the Board at the next regular Board meeting; provided the name of the pupil who allegedly committed the assault; although it may be disclosed to the Board members, shall be kept confidential to the public at the Board meeting. A person failing to file a report of an alleged assault may be liable to disciplinary action.~~

In accordance with the provisions of N.J.S.A. 18A:37-4, a student pupil may be suspended only by the Building 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 pupil may be reinstated by the Principal within _____ days of the suspension, or by the Superintendent prior to at any time before the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. or by the Board of Education at the first meeting following the suspension, except that Nao student pupil 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 pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student pupil or continue the suspension.

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 pupil shall be readmitted to school.]



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In each instance of a short-term suspension, the ~~student pupil and their parent(s) or legal guardian(s)~~ will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the ~~student's~~ pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the ~~student~~ pupil may be immediately removed from the ~~student's~~ pupil'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~~ pupil 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~~ pupil 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 Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1 *et seq.*, which 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~~ pupil with a disability shall be provided consistent with the ~~student's~~ pupil's Individualized Education Program, in accordance with N.J.A.C. 6A:14. ~~At the completion of a short-term suspension, the general education pupil shall be returned to the general education program.~~

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and ~~The records of a pupil disciplined by suspension will be expunged in accordance with Policy and Regulation No. 8330. All record of a suspension will be immediately expunged if the pupil is found innocent of the charges levied. The name of a disciplined student pupil will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student pupil will be designated by code.~~

N.J.S.A. 18A:37-1 *et seq.*; 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 *et seq.*

20 U.S.C. 1415

Adopted:



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Jun 14
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[See POLICY ALERT Nos. 176 and 203]

R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the ~~Building Principal~~ or designee, shall assure the rights of a **student pupil** suspended for **one, but not more than** ten or fewer consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the **student pupil**.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges ~~shall~~ also **shall** be provided.
 - b. **Prior to the suspension,** ~~a~~An informal hearing ~~prior to the suspension in~~ during which the **student pupil** is given the opportunity to present **his or her version of the events regarding his or her the pupil's side of the story** regarding the 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** ~~the Building Principal~~ or designee;
 - (2) To the extent that a **student's pupil's** presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the **student pupil** may be immediately removed from the **student's pupil'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
 - (4) The informal hearing and the notice given may take place at the same time.



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- c. Oral or written notification to the **student's** pupil's parent(s) or legal guardian(s) of the **student's** removal from the **student's** pupil's educational program prior to the end of the school day on which the ~~Building Principal or designee makes the decision~~ **decides** to suspend the **student**. The notification pupil, which shall include an explanation of:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the pupil code of **student** conduct the **student** pupil is accused of violating;
 - (4) The **student's** pupil'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 through 7.6; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the **student** pupil while waiting for the **student's** pupil's parent(s) or legal guardian(s) to remove the **student** pupil from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards, pursuant to ~~N.J.A.C. 6A:8-3.1, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10.~~
 - (1) ~~Services shall be provided within five school days of the suspension.~~
 - (2) ~~Educational services provided to a pupil with a disability shall be provided consistent with the pupil's Individualized Education Program in accordance with N.J.A.C. 6A:14.~~



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(3) ~~At the completion of a short-term suspension, the district Board of Education shall return the general education pupil to the general education program.~~

(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 ^{from} academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

2. The suspending Building Principal **suspending the student** shall immediately report the suspension to the Superintendent, who ~~shall~~ is required to report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.

3. ~~A Board may deny the pupil participation in extracurricular activities, school functions, sports, or graduation exercises as disciplinary sanctions, where such measures are designed to maintain the order and integrity of the school environment.~~

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 pupil** with a disability, the provisions set forth in this section **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 ~~Building~~ Principal or designee shall assure the rights of a **student pupil** suspended for more than ten consecutive school days by providing the following:

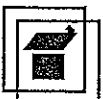


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- a. Immediate Notification to the **student** pupil of the charges; prior to the **student's** pupil's removal from school;
- b. ~~Prior to the suspension, a~~An informal hearing ~~prior to the suspension in~~ during which the **student** pupil is given the opportunity to present **his or her** version of events ~~the pupil's side of the story~~ regarding the **his or her** pupil's 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** pupil's parent(s) ~~or legal guardian(s)~~ of the **student's** pupil's removal from school;
- d. Appropriate supervision of the **student** pupil while waiting for the **student's** pupil's parent(s) ~~or legal guardian(s)~~ to remove the **student** pupil from school during the school day;
- e. Written notification to the parent(s) ~~or legal guardian(s)~~ by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The **student's** pupil'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 6A:16-7.2 through 7.6; and
 - (4) ~~That~~ Further engagement by the **student** pupil 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** pupil's right to a free public education, in the event that a decision to expel the **student** pupil is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.45.



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- (a) The Board shall request **from the parent and student** written acknowledgement of the notification **provided** ~~of the provisions of B.1.e.(4) above from the parent(s) or legal guardian(s) and the pupil pursuant to N.J.A.C. 6A:16-7.3(a)5.iv~~ subsequent to the removal ~~of from the student from his or her pupil's~~ 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 ~~B.1.j.~~ below;
- g. ~~For a A student~~ pupil 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 ~~of the pupil~~ to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)78;
- i. ~~Either in- or out-of-school e~~ Educational services, ~~either in school or out of school,~~ that are comparable to those provided in the public schools for **students** ~~pupils~~ 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 ~~the provisions of~~ N.J.A.C. 6A:16-9 or 10.
 - (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 Core Curriculum Content Standards and the following considerations** ~~pupil, at a minimum, based on the following~~ criteria:



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- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of any relevant testing, assessments, or evaluations of the **student** ~~pupil~~;
 - (c) The **student's** ~~pupil's~~ academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, ~~Building~~ 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, ~~as appropriate~~.
- (3) Educational services provided to a **student** ~~pupil~~ with a disability shall be provided consistent with the ~~pupil's Individualized Education Program, in accordance with~~ N.J.A.C. 6A:14.
- j. A formal hearing before the Board **that shall**, ~~which, at a minimum, shall~~:
- (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.
 - (a) **Before taking final action,** ~~t~~The Board as a whole shall receive and consider either a transcript or detailed report on **such the** ~~hearing before taking final action~~.



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- (2) Include the opportunity for the **student pupil** to:
 - (a) Confront and cross-examine witnesses, if ~~when~~ 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 pupil** is suspended from the general education program; **and**
 - ~~(4) Not be subject to the provisions of the "Open Public Meetings Act," pursuant to N.J.S.A. 10:4-6; and~~
 - ~~(45) Result in a decision by the Board's decision that, which at a minimum, shall be based, at a minimum, on the preponderance of competent and credible evidence.~~
- k. A written statement to the **student's pupil's** parent(s) or ~~legal guardian(s)~~ **regarding** of the Board's decision within five school days after the close of the hearing. **The statement shall include that includes,** at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the **student pupil** and the administration that was brought before the ~~district~~ Board of Education 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, pupil** pursuant to B.1.i. above;



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- (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the **Commissioner of Education** the Board's decision regarding the **student's pupil's** general education program, to the ~~Commissioner of Education~~ in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
1. If at any time it is found that the student did not commit the offense, the student shall be immediately ~~Immediate~~ returned to the **program from which he or she was removed** general education program if at any time it is found that the general education pupil did not commit the offense; and
- m. ~~For a pupil with a disability found not to have committed the offense, the pupil's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14.;~~ and
 - ma. At the completion of a long-term suspension, the Board shall return the general education **student pupil** to the general education program.
2. Any appeal of the Board's decision regarding the general education **student's pupil's** program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
3. Suspension of a general education **student pupils** shall not be continued beyond the Board's second regularly **scheduled** meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
- a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;



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- (2) The Board's removal decision;
- (3) The results of ~~any~~ relevant testing, assessments, or evaluations of the **student pupil**; and
- (4) The recommendation of the Superintendent, **after considering input from the** Principal or Director of the alternative education program or home or other **in-school or** out-of-school instruction program in which the **student pupil** has been placed.

- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of **student pupil** 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 ~~the suspension of a general education student's pupil suspension~~, **it shall review the case, the Board, in consultation with the Superintendent, shall review the case at each subsequent Board meeting for the purpose of determining:**



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Suspension Procedures

- a. The status of the **student's** ~~pupil's~~ suspension;
 - b. The appropriateness of the **suspended student's** current educational program ~~for the suspended pupil~~; and
 - c. Whether the suspended **student's** ~~pupil's~~ current placement, pursuant to B.1.i. above, should continue or whether the **student pupil** should return to the general education program.
5. When the Board votes to continue ~~the suspension of a general education student's suspension pupil~~, **it shall make the Board**, in consultation with the Superintendent, ~~shall make the final determination on:~~
 - a. When the **student pupil** is prepared to return to the general education program;
 - b. Whether the **student pupil** ~~will shall~~ 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**, ~~N.J.A.C. 6A:16-7.5~~ and Policy 5620.
6. The Board shall provide a general education **student pupil** suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or ~~appropriate educational services~~, based on the criteria set forth under B.1.i.(2) above, until the **student pupil** 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



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- b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for **students** ~~pupils~~ of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
- 7. For a **student** ~~pupil~~ 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** ~~pupil'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 ~~each~~ **student** ~~pupil~~ with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the **student's** ~~pupil's~~ educational program or placement shall be made by the **student's** ~~pupil's~~ Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to **students** ~~pupils~~ with disabilities.

Adopted Issued:



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PUPILS

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Removal of ~~Students~~ Pupils From the General
Education Program for Weapons/Firearms

Offenses

Jun 14

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[See POLICY ALERT Nos. 135, 144, 147, 158 and 203]

5611 REMOVAL OF STUDENTS PUPILS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/FIREARMS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all ~~students~~ pupils attending the public schools. To provide this ~~safe learning~~ environment, the Board of Education will implement policies and procedures regarding ~~student~~ pupil offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, ~~pursuant according to the requirements of;~~ The Zero Tolerance For Guns Act, ~~pursuant to~~ N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is ~~Any pupil~~ convicted or adjudicated delinquent for possession of a firearm ~~on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or committing a crime while in possession of a firearm~~ or found knowingly in possession of a firearm on school grounds. ~~any school property, on a school bus, or at a school sponsored function~~ A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general regular educational program for a period of not less than one calendar year and placed in an alternative education school or program ~~according to the requirements of N.J.A.C. 6A:16-9 pending a hearing before the Board of Education to remove the pupil.~~ A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.



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Removal of ~~Students~~ Pupils From the General
Education Program for Weapons/Firearms
Offenses

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.

~~Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.~~

The Superintendent shall make the final determination on ~~determines~~ whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy ~~pupil~~ is prepared to return to the regular general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i) ~~whether the pupil remains in the alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14 et seq., Special Education.~~

If a student, other than a student with a disability, ~~pupil~~ is removed from the general regular education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an approved alternative education program is not available, ~~or if the Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pupil, the school district~~ the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available ~~will provide home or out of school instruction in accordance with Policy 2481.~~

~~Pupils with disabilities who exhibit dangerous or violent behavior, may be removed immediately from the school setting and be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.7.~~



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Removal of ~~Students~~ Pupils From the General
Education Program for Weapons/Firearms
Offenses

~~The Board of Education will adopt policies and procedures to ensure cooperation between school staff and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.1.~~

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5 et seq.; 6A:16-6.1 et seq.;

6A:16-7.1 et seq.; 6A:16-8.1 et seq.; 6A:16-9.1 et seq.; **6A:16-10.2**

Adopted:



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Removal of Students for Firearms Offenses

Jun 14

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[See POLICY ALERT Nos. 135, 144, 147, 158 and 203]

R 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

A. Definitions

“Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.



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Removal of Students for Firearms Offenses

B. Removal of Students for Firearm Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.5, any student, other than a student with a disability, committing the following offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year:
 - a. Convicted or adjudicated delinquent for possession of a firearm on school grounds;
 - b. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; and
 - c. Found knowingly in possession of a firearm on school grounds.
2. The Superintendent may modify, on a case-by-case basis, the removal of a general education student.
 - a. The Superintendent shall develop and maintain a written record of case-by-case modifications of the removal requirement of N.J.A.C. 6A:16-5.5(b), which shall be made available to the Commissioner of Education upon request.
3. Nothing in N.J.A.C. 6A:16-5.5 or this Policy and Regulation shall be construed to prohibit the expulsion of a general education student.
4. The Board shall immediately remove students with disabilities for offenses involving firearms in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

C. Procedures - Removal of Students for Firearm Offenses

1. The Principal shall:
 - a. Remove a student as set forth in B. above;



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Removal of Students for Firearms Offenses

- b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
 - e. Notify the student's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and
 - (4) A general education student's due process rights, as set forth in N.J.A.C. 6A:16-7.2 through 7.6, or the due process rights of a student with a disability, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
2. A student, other than a student with a disability, removed from the general education program pursuant N.J.A.C. 6A:16-5.5 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.
- a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.



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Removal of Students for Firearms Offenses

4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to a hearing before the Board of Education in accordance with N.J.A.C. 6A:16-7.3 through 7.5.
5. If it is found that the removed student did not commit the offenses in B. above, the student shall be immediately returned to the program from which he or she was removed.

D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program, or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10, based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The Board's removal decision;
 - c. The results of relevant testing, assessment, or evaluation of the student; and
 - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

E. Exception

1. The provisions of N.J.A.C. 6A:16-5.5 shall not apply to a firearm that is lawfully stored in a locked vehicle on school grounds, or when it is for activities approved and authorized by the Board of Education, as long as the Board adopts appropriate safeguards to ensure student safety.



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Removal of Students for Firearms Offenses

- a. All students shall obtain written authorization from the Superintendent to possess a firearm stored inside a locked vehicle on school grounds or used for participation in a school-sponsored function.
 - (1) The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.

Adopted:



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Assaults by Pupils on District Board of Education

Members or Employees

Jun 14

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[See POLICY ALERT Nos. 158 and 203]

5612 ASSAULTS BY PUPILS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

Any student pupil who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member or any district employee acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to according to the requirements of N.J.S.A. 18A:37-2.1; and N.J.A.C. 6A:16-5.7. will be immediately suspended from school consistent with due process procedures, pending suspension or expulsion hearings before the Board.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

This section shall be construed in a manner consistent with 20 U.S.C. §1400 et seq. and N.J.A.C. 6A:14 2.8. Nothing in this Policy will be construed as prohibiting the removal of a pupil with a disability or the expulsion of a general education pupil.



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Assaults by Pupils on District Board of Education
Members or Employees

The Principal or designee ~~shall will~~ remove, isolate, and place the ~~student pupil~~ under the supervision of school staff until ~~such time as the student's parent(s) or legal guardian(s) or appropriate agency takes custody of the student pupil.~~ The Principal or designee will immediately report ~~the removal of the pupil to the Superintendent the removal of the student~~ and notify the ~~student's pupil's~~ parent(s) or legal guardian(s) of the removal action and the ~~student's pupil's~~ due process rights. **The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.**

~~The Board will provide a hearing no later than thirty days following the day on which the pupil is suspended. The decision of the Board will be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision.~~

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.



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Assaults by Pupils on District Board of Education
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Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4;
6A:16-7.5

Adopted:



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

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a **student pupil**. ~~For the purposes of this policy, "expulsion" means the Board discontinuing the educational services or discontinuing payment of educational services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2.~~

The Board may expel a general education **student from school, pursuant to N.J.S.A. 18A:37-2**, ~~pupil~~ only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 6A:16-7.1(c) 3 and 7.4 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 only after the Board has provided an appropriate educational program or ~~appropriate educational services~~, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program **or service** shall be consistent with the provisions of N.J.A.C. 6A:16-9.21 **et seq.**, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 **et seq.**, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.31 **et seq.**, Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for **students pupils** of similar grades and attainments, pursuant to ~~the provisions of~~ N.J.S.A. 18A:38-25.

~~An~~ Any appeal of the Board's decision regarding the cessation of the **student's** ~~pupil'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 ~~appropriate educational services~~ **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 pupil**.

~~The Board shall comply with the mandated pupil removal from general education pursuant to N.J.A.C. 6A:16-7.4. The Board shall follow N.J.A.C. 6A:16-5.5 for pupil removal for firearm offenses, N.J.A.C. 6A:16-5.6 for pupil removal for assaults with weapons offenses, and N.J.A.C. 6A:16-5.7 for pupil removal for assaults on district Board of Education members and employees.~~



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Expulsion

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 pupil 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:37-2

N.J.A.C. 6A:16-7.4; ~~6A:16-7.5~~ 6A:14 et seq.

Adopted:



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Reporting Potentially Missing or Abused Children

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[See POLICY MEMO No. 56]

[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180 and 203]

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may, ~~prior to notifying designated child welfare authorities~~, inform the Building Principal or other designated school official(s) designee **prior to notifying designated child welfare authorities** if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Building Principal or other designated school official(s) designee of the notification, if such had not occurred prior to the notification. Notice to the Building Principal or other designated school official(s) designee need not be given when the person believes that such notice would likely endanger the reporter or student pupil involved or when the person believes that such disclosure would likely result in retaliation against the student pupil or in discrimination against the reporter with respect to his or her employment.



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The ~~Building~~ Principal or other designated school official(s) ~~designee~~ upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities ~~of incidents of potentially missing, abused, or neglected child situations~~. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates Dir. of Pupil Services as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the ~~M~~emorandum of ~~U~~nderstanding, pursuant to N.J.A.C. 6A:16-6.2(b)13. ✓

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee _____ shall provide training to school district employees, volunteers, and/or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, and/or interns **working in the district** shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.



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Any employee, volunteer, or intern with reasonable cause to suspect or believe a student has attempted or contemplated suicide shall report such information to the Department of Children and Families, Division of Child Protection and Permanency, in a form and manner prescribed by the Division of Child Protection and Permanency pursuant to N.J.S.A. 30:9A-24.a.

N.J.S.A. 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted:



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[See POLICY ALERT Nos. 97, 100, 133, 169, 180 and 203]

R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

A. Definitions

1. An "abused child" as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent, ~~(s) or legal~~ guardian(s), or other person having his/her custody **and** ~~or~~ control:
 - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
 - b. Creates or allows to be created a substantial or ongoing risk of physical injury to **such** ~~the~~ child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
 - c. Commits or allows to be committed an act of sexual abuse against the child;
 - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent, ~~(s) or~~ legal guardian(s), or ~~such~~ other person having his/her custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical, or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;



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- e. Or a child who has been willfully abandoned by his/her parent(s), ~~or legal guardian(s)~~, or such other person having his/her custody and control; or
- f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being, or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused under ~~this section~~ N.J.S.A. 9:6-8.9 if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.

- 2. An "Intern" means a post-secondary **student** ~~pupil~~ or graduate **student** in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

- 1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a **student** ~~pupil~~ not likely to have been caused by an accident, regardless of the ~~student's~~ ~~pupil's~~ explanation of the injury;
 - b. A **student** ~~pupil~~ complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A **student** ~~pupil~~ appears to be malnourished;
 - d. A **student's** ~~pupil's~~ general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;



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- e. A ~~student~~ ~~pupil~~ complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
- f. A ~~student~~ ~~pupil~~ is excessively apprehensive, fearful, withdrawn, or aggressive;
- g. A ~~student~~ ~~pupil~~ is afraid to go home after school or arrives to school unreasonably early;
- h. A parent or the caretaker of a child admits having abused the child;
- i. The removal from school by the parent(s), ~~or legal guardian(s)~~, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
- j. School district personnel have any other ~~reason~~ **reasonable cause** to believe that a child has been subject to child abuse and/or neglect, **to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect** ~~or acts of child abuse and/or neglect~~.

C. Notification Requirements for School District Employees, Volunteers or Interns

- 1. Employees, volunteers, or interns working in the school district ~~shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.~~
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may, ~~prior to notifying designated child welfare authorities~~, inform the Building Principal or **other designated school official(s) designee** prior to notifying designated child welfare authorities if the action will not delay immediate notification.



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b. The person notifying designated child welfare authorities shall inform the **Building Principal or other designated school official(s)** designee of the notification, if such had not occurred prior to the notification.

(1) Notice to the **Building Principal or other designated school official(s)** designee need not be given when the person believes ~~that such~~ the notice would likely endanger the reporter or **student pupil** involved or when the person believes ~~the that~~ such disclosure would likely result in retaliation against the **student pupil** or in discrimination against the reporter with respect to his or her employment.

2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

D. School District's Notification to Law Enforcement

1. The **Building Principal or other designated school official(s)** designee upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.

~~a. Any school district or building level administrative staff member, in addition to the Building Principal, is authorized by the Board to report and notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.~~

a. Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.



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- b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
 - (1) **The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.**
- 2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.
- E. School District Cooperation with Designated Law Enforcement Authorities
 - 1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
 - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the **student pupil** in the presence of the **Building Principal** or **other designated school official(s) designee**.
 - (1) If the **student pupil** is intimidated by the presence of the school representative, the **student pupil** shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the **student pupil** during the interview.
 - b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.



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- c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the **student pupil** who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and ~~N.J.A.C. 6A:32-7~~ and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.
- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.
- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the **student pupil** to child welfare authorities while school is in session when it is necessary to protect the **student pupil** or take the **student pupil** to a service provider.
 - (1) Such removal shall take place only after the Building Principal, or **other designated school official(s) designee**, has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the **student pupil** from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.



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- f. The district will cooperate in the transfer of a **student pupil** who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.

F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect pursuant to N.J.A.C. 6A:16-11.1.(a)2 shall occur only if there is reason to believe that the life or health of the alleged victim or other **student pupil** is in jeopardy ~~imminent danger~~ due to continued contact between the employee, volunteer, or intern and the **student pupil**.
3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted:

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9/8 12:28pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 General Fund - Fund 10 (including 16, 17 & 18)
 Interim Balance Sheet
 For 2 Month Period Ending 08/31/2014

=====
 ASSETS AND RESOURCES
 =====

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

101	Cash in bank		\$1,328,350.07
121	Tax levy receivable		\$9,705,545.00
	Accounts receivable:		
132	Interfund	\$18,926.00	
141	Intergovernmental - State	\$1,444,330.02	
142	Intergovernmental - Federal	\$4,236.52	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,465,716.72
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$14,155,865.00	
302	Less Revenues	(\$12,745,985.28)	
			\$1,409,879.72
	Total assets and resources		\$13,909,491.51
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
General Fund - Fund 10 (including 16, 17 & 18)
Interim Balance Sheet
For 2 Month Period Ending 08/31/2014

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LIABILITIES AND FUND EQUITY

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

421	Accounts Payable	\$5,907.72
	Other current liabilities	\$3,050.00
TOTAL LIABILITIES		\$8,957.72

=====

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	\$9,481,169.13
	Reserved fund balance:	
760	Reserved Fund Balance	\$546,053.84
601	Appropriations	\$14,658,281.83
602	Less : Expenditures	\$1,766,635.76
603	Encumbrances	\$9,481,169.13 (\$11,247,804.89)
		\$3,410,476.94
	Total Appropriated	\$13,437,699.91

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

770	Fund Balance	\$964,325.21
303	Budgeted Fund Balance	(\$501,491.33)
	TOTAL FUND BALANCE	\$13,900,533.79
	TOTAL LIABILITIES AND FUND EQUITY	\$13,909,491.51

=====

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,658,281.83	\$11,247,804.89	\$3,410,476.94
Revenues	(\$14,155,865.00)	(\$12,745,985.28)	(\$1,409,879.72)
	\$502,416.83	(\$1,498,180.39)	\$2,000,597.22
Less: Adjust for prior year encumb.	(\$925.50)	(\$925.50)	
	\$501,491.33	(\$1,499,105.89)	\$2,000,597.22

=====

Recapitulation of Budgeted Fund Balance by Subfund

	Budgeted	Actual	Variance
Fund 10 (includes 10, 11, 12, and 13)	\$501,491.33	(\$1,499,105.89)	\$2,000,597.22
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$501,491.33	(\$1,499,105.89)	\$2,000,597.22

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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 2 Month Period Ending 08/31/2014

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$12,731,923.00	\$11,322,043.28		\$1,409,879.72
3XXX	From State Sources	\$1,423,942.00	\$1,423,942.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$14,155,865.00	\$12,745,985.28		\$1,409,879.72
		=====	=====	=====	=====
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$1,588,957.00	\$29,237.73	\$1,240,413.84	\$319,305.43
11-230-X00-XXX	Basic Skills - Remedial Instruction	\$97,135.00	.00	\$2,000.00	\$95,135.00
11-240-X00-XXX	Bilingual Education - Instruction	\$63,200.00	.00	\$63,000.00	\$200.00
11-3XX-100-XXX	Voc. Programs - Local - Instruction	\$3,972,387.52	\$135,984.76	\$2,473,295.90	\$1,363,106.86
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$75,696.00	\$866.40	\$1,530.74	\$73,298.86
11-402-100-XXX	School-Spons. Athletics - Instruction	\$66,441.00	\$8,831.77	\$40,784.49	\$16,824.74
--- UNDISTRIBUTED EXPENDITURES ---					
11-800-330-XXX	Community Services Programs-				
11-000-213-XXX	Health Services	\$184,466.00	\$17,773.95	\$144,571.77	\$22,120.28
11-000-218-XXX	Guidance	\$499,015.00	\$52,504.55	\$417,204.87	\$29,305.58
11-000-219-XXX	Child Study Teams	\$183,621.00	\$32,632.52	\$142,512.97	\$8,475.51
11-000-221-XXX	Improvement Of Inst./Other Support				
	Improvement of Inst. Serv.	\$277,128.00	\$46,577.01	\$220,438.05	\$10,112.94
11-000-222-XXX	Educational Media Serv/School Library	\$147,256.00	\$15,191.38	\$110,702.14	\$21,362.48
11-000-223-XXX	Instructional Staff Training Services	\$113,876.00	\$13,106.60	\$41,645.86	\$59,123.54
11-000-230-XXX	Supp. Serv.-General Administration	\$555,775.22	\$100,137.29	\$404,603.49	\$51,034.44
11-000-240-XXX	Supp. Serv.-School Administration	\$689,199.19	\$100,572.99	\$415,407.82	\$173,218.38
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$749,281.28	\$161,437.32	\$546,389.69	\$41,454.27
11-000-261-XXX	Allowable Maint. for School Facilities	\$1,050,562.62	\$169,498.08	\$597,226.30	\$283,838.24
11-000-262-XXX	Custodial Services	\$1,287,350.00	\$273,127.10	\$822,125.94	\$192,096.96
11-000-263-XXX	Care and Upkeep of Grounds	\$15,500.00	\$4,518.80	\$10,936.76	\$44.44
11-000-266-XXX	Security	\$96,000.00	\$20,491.36	\$41,788.64	\$33,720.00
11-000-270-XXX	Student Transportation Services	\$110,811.00	\$2,844.90	\$38,929.80	\$69,036.30
11-000-291-XXX	Allocated and Unallocated Benefits	\$2,600,618.00	\$496,912.42	\$1,649,818.82	\$453,886.76
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$14,424,275.83	\$1,682,246.93	\$9,425,327.89	\$3,316,701.01
		=====	=====	=====	=====

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 2 Month Period Ending 08/31/2014

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	 \$174,006.00	 \$81,064.80	 \$53,155.00	 \$39,786.20
	=====	=====	=====	=====
 *** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$60,000.00	\$3,324.03	\$2,686.24	\$53,989.73
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	 \$60,000.00	 \$3,324.03	 \$2,686.24	 \$53,989.73
	=====	=====	=====	=====
 TOTAL GENERAL FUND EXPENDITURES	 \$14,658,281.83	 \$1,766,635.76	 \$9,481,169.13	 \$3,410,476.94
	=====	=====	=====	=====

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 2 Month Period Ending 08/31/2014

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,291,923.00	\$11,291,923.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$9,120.00	\$583,680.00
1XXX	Miscellaneous	\$847,200.00	\$21,000.28	\$826,199.72
		-----	-----	-----
	TOTAL	\$12,731,923.00	\$11,322,043.28	\$1,409,879.72
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
3XXX	Other State Aids	\$118,656.00	\$118,656.00	\$0.00
		-----	-----	-----
	TOTAL	\$1,423,942.00	\$1,423,942.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,155,865.00	\$12,745,985.28	\$1,409,879.72
		=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,392,000.00	\$18,556.40	\$1,148,130.99	\$225,312.61
11-140-100-106 Other Salaries for Instruction	\$41,200.00	\$56.50	\$40,489.10	\$654.40
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	.00	\$40,000.00
11-140-100-500 Other Purchased Services	\$5,584.00	.00	\$2,797.92	\$2,786.08
11-140-100-610 General Supplies	\$77,040.00	\$5,766.33	\$43,278.67	\$27,995.00
11-140-100-640 Textbooks	\$13,000.00	\$2,238.50	\$5,717.16	\$5,044.34
11-140-100-800 Other Objects	\$18,103.00	\$1,000.00	.00	\$17,103.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$1,620.00	\$0.00	\$410.00
TOTAL	\$1,588,957.00	\$29,237.73	\$1,240,413.84	\$319,305.43
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$95,135.00	\$0.00	\$0.00	\$95,135.00
11-230-100-610 General Supplies	\$2,000.00	.00	\$2,000.00	.00
TOTAL	\$97,135.00	\$0.00	\$2,000.00	\$95,135.00
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$63,200.00	\$0.00	\$63,000.00	\$200.00
TOTAL	\$63,200.00	\$0.00	\$63,000.00	\$200.00
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,942,032.00	\$109,131.41	\$2,085,261.25	\$747,639.34
11-310-100-106 Other Salaries for Instruction	\$57,000.00	\$1,920.52	.00	\$55,079.48
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	.00	\$203,020.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$1,891.41	\$151.00	\$50,289.59
11-310-100-610 General Supplies	\$300,867.52	\$15,966.20	\$114,054.46	\$170,846.86
11-310-100-640 Textbooks	\$16,242.00	\$3,476.52	\$12,183.15	\$582.33
11-310-100-800 Other Objects	\$8,562.00	\$3,155.00	.00	\$5,407.00
Total	\$3,580,055.52	\$135,541.06	\$2,211,649.86	\$1,232,864.60
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$275,151.00	\$443.70	\$250,000.00	\$24,707.30
11-320-100-106 Other Salaries for Instruction	\$75,000.00	.00	.00	\$75,000.00
11-320-100-500 Other Purchased Services	\$1,015.00	.00	.00	\$1,015.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-320-100-610 General Supplies	\$41,166.00	.00	\$11,646.04	\$29,519.96
Total	\$392,332.00	\$443.70	\$261,646.04	\$130,242.26
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$44,500.00	.00	.00	\$44,500.00
11-401-100-500 Purchased Services	\$18,000.00	.00	.00	\$18,000.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$866.40	\$1,530.74	\$10,798.86
TOTAL	\$75,696.00	\$866.40	\$1,530.74	\$73,298.86
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$43,000.00	\$1,935.34	\$40,096.99	\$967.67
11-402-100-500 Purchased Services	\$18,000.00	\$6,627.50	.00	\$11,372.50
11-402-100-600 Supplies and Materials	\$5,441.00	\$268.93	\$687.50	\$4,484.57
TOTAL	\$66,441.00	\$8,831.77	\$40,784.49	\$16,824.74
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$155,000.00	\$16,924.32	\$137,444.20	\$631.48
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	\$849.63	\$3,068.89	\$19,050.48
11-000-213-600 Supplies and Materials	\$6,091.00	.00	\$4,058.68	\$2,032.32
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
TOTAL	\$184,466.00	\$17,773.95	\$144,571.77	\$22,120.28
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$372,000.00	\$33,168.32	\$330,481.12	\$8,350.56
11-000-218-105 Sal Sec. & Clerical Asst.	\$106,000.00	\$19,336.23	\$86,133.69	\$530.08
11-000-218-500 Other Purchased Services	\$20,000.00	.00	.00	\$20,000.00
11-000-218-600 Supplies and Materials	\$1,015.00	.00	\$590.06	\$424.94
TOTAL	\$499,015.00	\$52,504.55	\$417,204.87	\$29,305.58
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$77,000.00	\$13,004.56	\$63,497.72	\$497.72
11-000-219-105 Sal Sec. & Clerical Asst.	\$96,500.00	\$18,363.15	\$77,851.65	\$285.20
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$170.00	.00	\$4,906.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-500 Other Purchased Services	\$1,015.00	\$29.41	.00	\$985.59
11-000-219-600 Supplies and Materials	\$2,030.00	\$866.40	\$1,163.60	.00
11-000-219-800 Other Objects	\$2,000.00	\$199.00	.00	\$1,801.00
TOTAL	\$183,621.00	\$32,632.52	\$142,512.97	\$8,475.51
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$92,000.00	\$16,331.72	\$75,105.16	\$563.12
11-000-221-104 Salaries Other Prof. Staff	\$78,224.00	\$14,209.49	\$63,369.00	\$645.51
11-000-221-105 Sal Secr. & Clerical Asst.	\$96,245.00	\$16,035.80	\$79,504.98	\$704.22
11-000-221-500 Other Purchased Services	\$5,076.00	.00	\$2,457.91	\$2,618.09
11-000-221-600 Supplies and Materials	\$2,538.00	.00	.00	\$2,538.00
11-000-221-800 Other Objects	\$3,045.00	.00	\$1.00	\$3,044.00
TOTAL	\$277,128.00	\$46,577.01	\$220,438.05	\$10,112.94
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$30,000.00	.00	\$29,079.40	\$920.60
11-000-222-177 Salaries of Technology Coordinators	\$88,000.00	\$15,191.38	\$68,391.96	\$4,416.66
11-000-222-500 Other Purchased Services	\$4,060.00	.00	.00	\$4,060.00
11-000-222-600 Supplies and Materials	\$21,136.00	.00	\$13,230.78	\$7,905.22
11-000-222-800 Other Objects	\$4,060.00	.00	.00	\$4,060.00
TOTAL	\$147,256.00	\$15,191.38	\$110,702.14	\$21,362.48
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$73,000.00	\$8,400.00	\$33,600.00	\$31,000.00
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$20,000.00	\$800.00	\$3,200.00	\$16,000.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$3,507.60	\$4,845.86	\$10,492.54
11-000-223-600 Supplies and Materials	\$2,030.00	\$399.00	.00	\$1,631.00
TOTAL	\$113,876.00	\$13,106.60	\$41,645.86	\$59,123.54
--- Support services-general administration ---				
11-000-230-100 Salaries	\$302,125.00	\$52,185.41	\$242,205.55	\$7,734.04
11-000-230-331 Legal Services	\$76,777.22	\$6,534.60	\$65,109.62	\$5,133.00
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,500.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$827.50	.00	\$2,217.50
11-000-230-530 Communications/Telephone	\$76,132.00	\$8,041.79	\$43,519.77	\$24,570.44
11-000-230-590 Other Purchased Services	\$13,000.00	\$4,725.00	\$6,731.00	\$1,544.00
11-000-230-61X General Supplies	\$11,166.00	.00	\$9,613.74	\$1,552.26

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$926.33	\$200.01	\$2,426.66
11-000-230-890 Misc. Expenditures	\$28,742.00	\$20,146.91	\$3,723.80	\$4,871.29
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25
TOTAL	\$555,775.22	\$100,137.29	\$404,603.49	\$51,034.44
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$465,000.00	\$57,941.25	\$266,574.03	\$140,484.72
11-000-240-105 Sal Secr. & Clerical Asst.	\$171,500.00	\$29,352.24	\$141,039.16	\$1,108.60
11-000-240-11X Other Salaries	\$15,000.00	\$625.00	.00	\$14,375.00
11-000-240-500 Other Purchased Services	\$22,704.00	\$11,579.50	\$5,188.50	\$5,936.00
11-000-240-600 Supplies and Materials	\$10,450.19	.00	\$2,606.13	\$7,844.06
11-000-240-800 Other Objects	\$4,545.00	\$1,075.00	.00	\$3,470.00
TOTAL	\$689,199.19	\$100,572.99	\$415,407.82	\$173,218.38
--- Central Services ---				
11-000-251-100 Salaries	\$342,000.00	\$58,110.37	\$264,428.51	\$19,461.12
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$23,839.71	\$2,710.33	\$2,449.96
11-000-251-340 Purchased Technical Svcs.	\$13,281.28	\$8,769.08	.00	\$4,512.20
11-000-251-600 Supplies and Materials	\$9,000.00	\$1,370.14	\$220.02	\$7,409.84
11-000-251-89X Other Objects	\$4,000.00	\$2,136.10	\$901.90	\$962.00
TOTAL	\$397,281.28	\$94,225.40	\$268,260.76	\$34,795.12
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$265,000.00	\$44,041.60	\$220,208.00	\$750.40
11-000-252-500 Other Pur Serv. (400-500 series)	\$70,000.00	\$22,248.46	\$42,604.94	\$5,146.60
11-000-252-600 Supplies and Materials	\$17,000.00	\$921.86	\$15,315.99	\$762.15
TOTAL	\$352,000.00	\$67,211.92	\$278,128.93	\$6,659.15
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$554,500.00	\$108,929.00	\$438,322.04	\$7,248.96
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$449,911.62	\$48,735.94	\$144,285.32	\$256,890.36
11-000-261-610 General Supplies	\$36,000.00	\$11,054.15	\$9,950.94	\$14,994.91
11-000-261-800 Other Objects	\$10,151.00	\$778.99	\$4,668.00	\$4,704.01
TOTAL	\$1,050,562.62	\$169,498.08	\$597,226.30	\$283,838.24
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$361,100.00	\$60,256.12	\$300,843.88	.00
11-000-262-490 Other Purchased Property Svc.	\$68,900.00	\$5,048.59	\$55,679.41	\$8,172.00
11-000-262-520 Insurance	\$244,350.00	\$128,979.00	\$112,602.00	\$2,769.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-621 Energy (Natural Gas)	\$130,000.00	\$6,565.01	\$1.00	\$123,433.99
11-000-262-622 Energy (Electricity)	\$483,000.00	\$72,278.38	\$352,999.65	\$57,721.97
TOTAL	\$1,287,350.00	\$273,127.10	\$822,125.94	\$192,096.96
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	\$4,518.80	\$10,936.76	\$44.44
TOTAL	\$15,500.00	\$4,518.80	\$10,936.76	\$44.44
--- Security ---				
11-000-266-100 Salaries	\$96,000.00	\$20,491.36	\$41,788.64	\$33,720.00
TOTAL	\$96,000.00	\$20,491.36	\$41,788.64	\$33,720.00
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$45,000.00	\$597.90	\$36,990.20	\$7,411.90
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	\$400.00	.00	\$2,645.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	\$225.00	\$1.00	\$25,865.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,600.00	\$1,372.00	.00	\$20,228.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$8,000.00	\$250.00	.00	\$7,750.00
11-000-270-610 General Supplies	\$2,030.00	.00	\$1,938.60	\$91.40
11-000-270-800 Misc. Expenditures	\$2,000.00	.00	.00	\$2,000.00
TOTAL	\$110,811.00	\$2,844.90	\$38,929.80	\$69,036.30
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$240,000.00	\$36,638.33	\$201,201.56	\$2,160.11
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$300,000.00	\$62,110.77	\$23,464.96	\$214,424.27
11-XXX-XXX-250 Unemployment Compensation	\$50,000.00	\$1,269.23	\$7,096.61	\$41,634.16
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$90,344.00	\$90,344.00	.00
11-XXX-XXX-270 Health Benefits	\$1,754,930.00	\$298,804.59	\$1,327,709.69	\$128,415.72
11-XXX-XXX-280 Tuition Reimbursement	\$25,000.00	\$1,725.00	\$1.00	\$23,274.00
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	\$6,020.50	\$1.00	\$43,978.50
TOTAL	\$2,600,618.00	\$496,912.42	\$1,649,818.82	\$453,886.76
Total Undistributed expenditures	\$8,560,459.31	\$1,507,326.27	\$5,604,302.92	\$1,448,830.12
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,424,275.83	\$1,682,246.93	\$9,425,327.89	\$3,316,701.01
11-000-520-93X Transfers to other funds	\$14,424,275.83	\$1,682,246.93	\$9,425,327.89	\$3,316,701.01

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 GENERAL FUND - FUND 10 (including 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,424,275.83	\$1,682,246.93	\$9,425,327.89	\$3,316,701.01
	=====	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
GENERAL FUND - FUND 10 (including 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$135,568.00	\$81,064.80	\$53,155.00	\$1,348.20
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilits. Acqstn. Const. Sevr. -- TOTAL --	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
TOTAL	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
TOTAL CAPITAL OUTLAY EXPENDITURES	\$174,006.00	\$81,064.80	\$53,155.00	\$39,786.20
*** SPECIAL SCHOOLS ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$3,107.79	\$0.00	\$51,892.21
13-422-100-610 General supplies	\$5,000.00	\$216.24	\$2,686.24	\$2,097.52
TOTAL	\$5,000.00	\$216.24	\$2,686.24	\$2,097.52
TOTAL SUMMER SCHOOL	\$60,000.00	\$3,324.03	\$2,686.24	\$53,989.73
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$60,000.00	\$3,324.03	\$2,686.24	\$53,989.73
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,658,281.83	\$1,766,635.76	\$9,481,169.13	\$3,410,476.94

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

For 2 Month Period Ending 08/31/2014

I, _____, 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

Date

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 2 Month Period Ending 08/31/14

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$46,218.94
	Accounts receivable:		
141	Intergovernmental - State	\$5,465.00	
142	Intergovernmental - Federal	\$9,857.00	
			\$15,322.00

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

301	Estimated Revenues	\$867,691.00	
302	Less Revenues	(\$185,419.00)	
			\$682,272.00

Total assets and resources

\$743,812.94

=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 2 Month Period Ending 08/31/14

=====

LIABILITIES AND FUND EQUITY

=====

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

421	Accounts Payable	\$8,771.98
481	Deferred revenues	\$0.21
	Other current liabilities	\$18,926.00
		\$27,698.19
	TOTAL LIABILITIES	\$27,698.19

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	\$345,498.07
601	Appropriations	\$867,691.00
602	Less: Expenditures	\$151,576.25
603	Encumbrances	\$345,498.07
		(\$497,074.32)
		\$370,616.68
	TOTAL FUND BALANCE	\$716,114.75
	TOTAL LIABILITIES AND FUND EQUITY	\$743,812.94

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 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$98,800.00	\$98,800.00		.00
3XXX From State Sources	\$346,477.00	\$86,619.00		\$259,858.00
4XXX From Federal Sources	\$422,414.00	.00		\$422,414.00
TOTAL REVENUE/SOURCES OF FUNDS	\$867,691.00	\$185,419.00		\$682,272.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:	\$98,800.00	\$90,639.07	\$2,321.41	\$5,839.52
STATE PROJECTS:				
Other special projects	\$346,477.00	\$41,746.97	\$206,710.25	\$98,019.78
TOTAL STATE PROJECTS	\$346,477.00	\$41,746.97	\$206,710.25	\$98,019.78
FEDERAL PROJECTS:				
NCLB Title I	\$60,082.00	\$2,363.97	\$6,833.01	\$50,885.02
NCLB Title II - Part A/D	\$10,782.00	\$3,821.68	\$1,743.49	\$5,216.83
I.D.E.A. Part B (Handicapped)	\$116,550.00	\$13,004.56	\$65,022.80	\$38,522.64
Vocational Education	\$235,000.00	.00	\$62,867.11	\$172,132.89
TOTAL FEDERAL PROJECTS	\$422,414.00	\$19,190.21	\$136,466.41	\$266,757.38
*** TOTAL EXPENDITURES ***	\$867,691.00	\$151,576.25	\$345,498.07	\$370,616.68
	=====	=====	=====	=====

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 2 Month Period Ending 08/31/14

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$346,477.00	\$86,619.00	\$259,858.00
	-----	-----	-----
Total Revenue from State Sources	\$346,477.00	\$86,619.00	\$259,858.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,082.00	.00	\$60,082.00
4451-55 Title II	\$10,782.00	.00	\$10,782.00
4420-29 I.D.E.A. Part B (Handicapped)	\$116,550.00	.00	\$116,550.00
4430-39 Vocational Education	\$235,000.00	.00	\$235,000.00
	-----	-----	-----
Total Revenues from Federal Sources	\$422,414.00	\$0.00	\$422,414.00
	=====	=====	=====
 TOTAL REVENUES/SOURCES OF FUNDS	 \$867,691.00	 \$185,419.00	 \$682,272.00
	=====	=====	=====

Somerset County Vocational Board of Ed.

SPECIAL REVENUE - FUND 20

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 2 Month Period Ending 08/31/14

ESTIMATED	ACTUAL	UNREALIZED
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REPORT OF THE SECRETARY

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20

STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 2 Month Period Ending 08/31/14

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

For 2 Month Period Ending 08/31/14

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certify that no line item account has encumbrances and expenditures,
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Board Secretary/Business Administrator

Date

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Somerset County Vocational Board of Ed.
Capital Projects Fund - Fund 30
Interim Balance Sheet
For 2 Month Period Ending 08/31/14

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		(531,479.07)
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$351,977.61	
			\$351,977.61

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

302	Less Revenues	(\$772,088.36)	
			(\$772,088.36)
	Total assets and resources		(\$951,589.82)
			=====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Somerset County Vocational Board of Ed.
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 2 Month Period Ending 08/31/14

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

754	Reserve for encumbrances - Prior Year			\$1,016,558.32
751,752,76X	Other reserves			\$31,853.51
601	Appropriations		\$1,687,405.50	
602	Less : Expenditures	\$686,637.33		
603	Encumbrances	\$1,016,558.32	(\$1,703,195.65)	
				(\$15,790.15)
	Total Appropriated			\$1,032,621.68

--- Unappropriated ---

770	Fund balance			(\$1,984,211.50)
-----	--------------	--	--	------------------

TOTAL FUND BALANCE (\$951,589.82)

TOTAL LIABILITIES AND FUND EQUITY (\$951,589.82)

=====

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 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$0.00	\$772,088.36		(\$772,088.36)
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$772,088.36		(\$772,088.36)
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$1,687,405.50	\$686,637.33	\$1,016,558.32	(\$15,790.15)
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$1,687,405.50	\$686,637.33	\$1,016,558.32	(\$15,790.15)
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$1,687,405.50	\$686,637.33	\$1,016,558.32	(\$15,790.15)
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,687,405.50	\$686,637.33	\$1,016,558.32	(\$15,790.15)
	=====	=====	=====	=====

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

For 2 Month Period Ending 08/31/14

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Board Secretary/Business Administrator

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: August 31, 2014

CASH REPORT

FUNDS	(1)	(2)	(3)	(4)
Governmental Funds	Adjusted Beginning Balance	Deposits	Disbursements	Ending Balance
General Fund (10)	\$1,265,422.31	\$821,963.32	-\$759,035.56	\$1,328,350.07
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	-\$241.10	\$127,673.00	-\$81,212.96	\$46,218.94
Capital Project Fund (30)	-\$705,027.33	\$583,029.44	-\$409,481.18	-\$531,479.07
Debt Services Fund (40)	\$0.00	\$0.00	\$0.00	\$0.00
Total Governmental Funds	\$560,153.88	\$1,532,665.76	-\$1,249,729.70	\$843,089.94
Summer Savings	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Fund (60) Cafeteria	\$20,878.49	\$2.65	\$0.00	\$20,881.14
Payroll Fund (70)	\$0.00	\$251,991.07	-\$251,991.07	\$0.00
Agency Fund (90)	\$0.00	\$164,526.57	-\$164,526.57	\$0.00
Total Trust & Agency	\$20,878.49	\$416,520.29	-\$416,517.64	\$20,881.14
Grand Total for all Funds	\$581,032.37	\$1,949,186.05	-\$1,666,247.34	\$863,971.08
				\$863,971.08

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

9/12/2014

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