

Burlington - Chesterfield Twp

NOTICE IS HEREBY GIVEN TO the legal voters of the Chesterfield Township School District, in the County of Burlington, of the State of New Jersey, that a Public Hearing will be held in the Media Center of the Chesterfield Elementary School, (30 Saddle Way, Chesterfield, NJ 08515), on (May 2, 2018), at 7:00 pm for the purpose of conducting a public hearing on the following budget for the 2018-2019 school year.

Advertised Enrollments

Enrollment Categories	October 14, 2016 Actual	October 13, 2017 Actual	October 15, 2018 Estimated
Pupils On Roll Regular Full-Time	668	654	677
Pupils On Roll - Special Full-Time	96	100	101
Subtotal - Pupils On Roll	764	754	778
Private School Placements	2	3	1
Pupils Sent to Other Dists - Spec Ed Prog	1	1	3

**Burlington - Chesterfield Twp  
Advertised Revenues**

Budget Category	Account	2016-17 Actual	2017-18 Revised	2018-19 Proposed
<b>Operating Budget:</b>				
<b>Revenues from Local Sources:</b>				
Local Tax Levy	10-1210	9,040,635	9,221,448	9,435,877
Total Tuition	10-1300	40,875	45,000	40,000
Rents And Royalties	10-1910	0	32,550	0
Unrestricted Miscellaneous Revenues	10-1XXX	71,643	18,000	10,068
Interest Earned On Capital Reserve Funds	10-1XXX	0	20	20
Subtotal - Revenues From Local Sources		9,153,153	9,317,018	9,485,965
<b>Revenues from State Sources:</b>				
Categorical Transportation Aid	10-3121	71,680	71,680	143,738
Extraordinary Aid	10-3131	35,921	0	0
Categorical Special Education Aid	10-3132	136,277	136,277	257,159
Equalization Aid	10-3176	0	401,205	401,205
Categorical Security Aid	10-3177	43,728	43,728	60,146
Supplemental Enrollment Growth Aid	10-3179	85,512	85,512	0
Under Adequacy Aid	10-3180	60,016	60,016	0
Parcc Readiness Aid	10-3181	7,380	7,380	0
Per Pupil Growth Aid	10-3182	7,380	7,380	0
Professional Learning Community Aid	10-3183	8,010	8,010	0
Other State Aids	10-3XXX	4,176	0	0
Subtotal - Revenues From State Sources		460,080	821,188	862,248
Budgeted Fund Balance - Operating Budget	10-303	0	0	144,048
Actual Revenues (Over)/Under Expenditures		-293,346	0	0
Total Operating Budget		9,319,887	10,138,206	10,492,261
<b>Grants and Entitlements:</b>				
Other Revenue From Local Sources	20-1XXX	3,310	0	0
Total Revenues From Local Sources	20-1XXX	3,310	0	0
<b>Revenues from State Sources:</b>				
Other Restricted Entitlements	20-32XX	26,304	44,270	37,629
Total Revenues From State Sources		26,304	44,270	37,629
<b>Revenues from Federal Sources:</b>				
Title I	20-4411-4416	13,126	15,586	13,248
Title II	20-4451-4455	6,807	6,591	5,754
Title IV	20-4471-4474	0	10,000	8,500
I.D.E.A. Part B (Handicapped)	20-4420-4429	133,047	136,213	117,715
Total Revenues From Federal Sources		152,980	168,390	145,217
Total Grants And Entitlements		182,594	212,660	182,846
<b>Repayment of Debt:</b>				
Other Financing Sources	40-5xxx	300,701	0	0
<b>Revenues from Local Sources:</b>				
Local Tax Levy	40-1210	1,644,682	1,942,729	1,963,251
Total Revenues From Local Sources		1,644,682	1,942,729	1,963,251
<b>Revenues from State Sources:</b>				
Debt Service Aid Type II	40-3160	347,196	319,983	336,986
Budgeted Fund Balance	40-303	0	35,401	701
Total Local Repayment Of Debt		2,292,579	2,298,113	2,300,938
Actual Revenues (Over)/Under Expenditures		444	0	0
Total Repayment Of Debt		2,293,023	2,298,113	2,300,938
Total Revenues/Sources		11,795,504	12,648,979	12,976,045
Total Revenues/Sources Net of Transfers		11,795,504	12,648,979	12,976,045

**Burlington - Chesterfield Twp  
Advertised Appropriations**

Budget Category	Account	2016-17 Actual	2017-18 Revised	2018-19 Proposed
<b>General Current Expense:</b>				
<b>Instruction:</b>				
Regular Programs - Instruction	11-1XX-100-XXX	3,113,918	3,293,473	3,339,271
Special Education - Instruction	11-2XX-100-XXX	746,565	744,843	781,597
Basic Skills/Remedial - Instruction	11-230-100-XXX	146,342	173,037	122,177
School-Spon. Co/Extra Curr. Actvts. - Inst	11-401-100-XXX	4,080	8,900	7,500
Summer School	11-422-XXX-XXX	5,460	6,120	8,500
<b>Support Services:</b>				
Undistributed Expenditures - Instruction (Tuition)	11-000-100-XXX	194,716	229,950	284,999
Undist. Expend.-Attendance And Social Work	11-000-211-XXX	14,590	15,385	15,903
Undist. Expenditures - Health Services	11-000-213-XXX	141,986	148,685	154,043
Undist. Expend.-Speech, OT, PT And Related Svcs	11-000-216-XXX	146,293	239,773	261,218
Undist Expend-Oth Supp Serv Std-Extra Serv	11-000-217-XXX	494,336	490,755	520,440
Undist. Expenditures - Guidance	11-000-218-XXX	75,105	76,768	89,081
Undist. Expenditures - Child Study Teams	11-000-219-XXX	296,613	324,797	349,998
Undist. Expend.-Improv. Of Inst. Serv.	11-000-221-XXX	125,237	160,611	162,683
Undist. Expend.-Edu. Media Serv./Library	11-000-222-XXX	85,006	40,820	75,347
Undist. Expend.-Instr. Staff Training Serv.	11-000-223-XXX	14,914	25,500	25,250
Undist. Expend.-Support Serv.-Gen. Admin.	11-000-230-XXX	277,709	308,535	320,413
Undist. Expend.-Support Serv.-School Admin.	11-000-240-XXX	229,779	268,360	253,691
Undist. Expend. - Central Services	11-000-251-XXX	203,094	267,510	242,609
Undist. Expend. - Admin. Info Technology	11-000-252-XXX	85,228	86,000	98,994
Undist. Expend.-Oper. And Maint. Of Plant Serv.	11-000-26X-XXX	785,993	893,272	979,101
Undist. Expend.-Student Transportation Serv.	11-000-270-XXX	339,746	362,877	349,330
Personal Services - Employee Benefits	11-XXX-XXX-2XX	1,748,898	1,972,166	2,050,047
Total Undistributed Expenditures		5,259,243	5,911,764	6,233,147
Total General Current Expense		9,275,608	10,138,137	10,492,192
<b>Capital Expenditures:</b>				
Equipment	12-XXX-XXX-730	44,230	0	0
Facilities Acquisition And Const. Serv.	12-000-400-XXX	49	49	49
Interest Deposit To Capital Reserve	10-604	0	20	20
Total Capital Outlay		44,279	69	69
General Fund Grand Total		9,319,887	10,138,206	10,492,261
<b>Special Grants and Entitlements:</b>				
Local Projects	20-XXX-XXX-XXX	3,310	0	0
<b>Other State Projects:</b>				
Nonpublic Textbooks	20-XXX-XXX-XXX	1,079	1,753	1,490
Nonpublic Auxiliary Services	20-XXX-XXX-XXX	18,197	24,839	19,577
Nonpublic Handicapped Services	20-XXX-XXX-XXX	4,058	9,490	9,602
Nonpublic Nursing Services	20-XXX-XXX-XXX	2,970	3,104	2,638
Nonpublic Technology Initiative	20-XXX-XXX-XXX	0	1,184	1,007
Nonpublic Security Aid	20-XXX-XXX-XXX	0	0	3,315
Other	20-XXX-XXX-XXX	0	3,900	0
Total Other State Projects		26,304	44,270	37,629
Total State Projects	20-XXX-XXX-XXX	26,304	44,270	37,629
<b>Federal Projects:</b>				
Title I	20-XXX-XXX-XXX	13,126	15,586	13,248
Title II	20-XXX-XXX-XXX	6,807	6,591	5,754
Title IV	20-XXX-XXX-XXX	0	10,000	8,500
I.D.E.A. Part B (Handicapped)	20-XXX-XXX-XXX	133,047	136,213	117,715
Total Federal Projects	20-XXX-XXX-XXX	152,980	168,390	145,217
Total Special Revenue Funds		182,594	212,660	182,846
<b>Repayment of Debt:</b>				
Total Regular Debt Service	40-701-510-XXX	2,293,023	2,298,113	2,300,938
Total Debt Service Funds		2,293,023	2,298,113	2,300,938
Total Expenditures/Appropriations		11,795,504	12,648,979	12,976,045
Total Expenditures Net of Transfers		11,795,504	12,648,979	12,976,045

**Burlington - Chesterfield Twp**  
**Advertised Recapitulation of Balances**

Budget Category	Audited Balance 06-30-2016	Audited Balance 06-30-2017	Estimated Balance 06-30-2018	Estimated Balance 06-30-2019
Unrestricted:				
--General Operating Budget	96,778	290,097	290,097	250,000
--Repayment of Debt	36,546	36,102	701	0
Restricted for Specific Purposes - General Operating Budget:				
--Capital Reserve	38,033	38,244	38,264	38,284
--Adult Education Programs	0	0	0	0
--Maintenance Reserve	0	0	0	0
--Legal Reserve	0	103,951	103,951	0
--Tuition Reserve	0	0	0	0
--Current Expense Emergency Reserve	0	0	0	0
--Impact Aid Reserve for General Expenses (Sections 8002 and 8003)	0	0	0	0
--Impact Aid Reserve for Capital Expenses (Sections 8007 and 8008)	0	0	0	0
Repayment of Debt:				
--Restricted for Repayment of Debt	0	0	0	0

**Burlington - Chesterfield Twp  
Advertised Per Pupil Cost Calculations**

	2015-16	2016-17	2017-18	2017-18	2018-19
Per Pupil Cost Calculations	Actual	Actual	Original	Revised	Proposed
Total Budgetary Comparative Per Pupil Cost	Costs	Costs	Budget	Budget	Budget
Total Classroom Instruction	\$11,148	\$11,398	\$11,381	\$12,658	\$12,671
Classroom-Salaries and Benefits	\$6,345	\$6,718	\$6,554	\$7,303	\$7,172
Classroom-General Supplies and Textbooks	\$6,133	\$6,361	\$6,204	\$6,879	\$6,860
Classroom-Purchased Services	\$176	\$330	\$330	\$381	\$303
Total Support Services	\$37	\$28	\$20	\$43	\$10
Support Services-Salaries and Benefits	\$2,287	\$2,173	\$2,121	\$2,385	\$2,516
Total Administrative Costs	\$1,560	\$1,521	\$1,358	\$1,470	\$1,566
Administration Salaries and Benefits	\$1,241	\$1,252	\$1,303	\$1,509	\$1,446
Total Operations and Maintenance of Plant	\$960	\$925	\$1,008	\$1,114	\$1,080
Operations and Maintenance-Salaries and Benefits	\$1,235	\$1,217	\$1,354	\$1,409	\$1,488
Board Contribution to Food Services	\$795	\$821	\$842	\$901	\$923
Total Extracurricular Costs	\$0	\$0	\$0	\$0	\$0
Total Equipment Costs	\$10	\$7	\$13	\$14	\$12
Legal Costs	\$13	\$58	\$0	\$0	\$0
Employee Benefits as a percentage of salaries*	\$35	\$95	\$62	\$103	\$99
	32.13%	30.47%	33.87%	33.08%	33.14%

\*Does not include pension and social security paid by the State on-behalf of the district.

\*\* Federal and State funds in the blended resource school-based budgets.

The information presented in columns 1 through 3 as well as the related descriptions of the per pupil cost calculations are contained in the Taxpayers Guide to Education Spending and can be found on the Department of Education website: <http://www.state.nj.us/education/guide/>. This publication is also available in the board office and public libraries. The same calculations were performed using the 2017-18 revised appropriations and the 2018-19 budgeted appropriations presented in this advertised budget. Total Budgetary Comparative Per Pupil Cost is defined as current expense exclusive of tuition expenditures, transportation, residential costs, and judgments against the school district. For all years it also includes the restricted entitlement aids. With the exception of Total Equipment Cost, each of the other per pupil cost calculations presented is a component of the total comparative per pupil cost, although all components are not shown.

The complete budget will be on file and open to examination at the Chesterfield Elementary School building, (30 Saddle Way, Chesterfield, NJ 08515), Burlington County New Jersey between the hours of 9:00 am and 4:00 pm Monday through Friday, excluding holidays.

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION**  
**Chesterfield, New Jersey**

**FILE CODE: 4115**

**Policy**

☐ **Monitored**  
☐ **Mandated**  
☒ **Other Reasons**

**SUPERVISION**

The Chesterfield Township Board of Education believes that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the New Jersey Student Learning Standards.

Each teacher employed in this district as of the effective date specified in code shall be responsible for fulfilling requirements for continuing education and for making annual progress toward the goal of 20 hours annually of state-approved professional development annually. Each teacher's individual professional development plan (PDP) shall incorporate appropriate steps toward this goal and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential to student achievement of the New Jersey Student Learning Standards. The professional development plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, day-long workshops, and classes on certain instructional approaches.

Although supervisors shall develop professional development plans in collaboration with teachers, the superintendent shall maintain final authority in determining their appropriate content. The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. Supervisory assistance and support in achieving the 20 clock hours of state-approved continuing education shall be offered in the context of the district's evaluation process (see policy 4116 Evaluation for Teaching Staff Members), negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The superintendent shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional development plan.

Adopted: October 9, 2001  
NJSBA Review/Update: May 2011  
Readopted: September 21, 2011  
Revised: May 20, 2015  
Revised:

**Key Words**

Continuing Education, Professional Development Plans, Personnel Supervision, Supervision

<u><b>Legal References:</b></u>	<u>N.J.S.A. 18A:4-15</u> <u>N.J.S.A. 18A:4-16</u> <u>N.J.S.A. 18A:6-10 et seq.</u>  <u>N.J.S.A. 18A:6-117 et seq.</u>	General rule-making power Incidental powers conferred Dismissal and reduction in compensation of persons under tenure in public school system... Teacher Effectiveness and Accountability for the Children
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See particularly:

N.J.S.A. 18A:6-128  
N.J.S.A. 18A:11-1

Ongoing professional development; corrective action plan\ General mandatory powers and duties

SUPERVISION (continued)

<u>N.J.S.A.</u> 18A:27-3.1 through -3.3	Non-tenured teaching staff; observation and evaluation; conference; purpose ...
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
<u>N.J.A.C.</u> 6A:9-3	Standards for Professional Learning
<u>N.J.A.C.</u> 6A:9C-3.1 <u>et seq.</u>	Professional development for teachers and school leaders
See particularly:	
<u>N.J.A.C.</u> 6A:9C-3.9 (c-d)	
<u>N.J.A.C.</u> 6A:9C-4.4	Requirements for and implementation of teachers' individual professional development plans
<u>N.J.A.C.</u> 6A:10-1.1 <u>et seq.</u>	Educator effectiveness
<u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u>	Components of teacher evaluation

PossibleCross References:

2130	Administrative staff
*2131	Chief school administrator
4000	Concepts and roles in personnel
4010	Goals and objectives
*4112.6/4212.6	Personnel records
*4116	Evaluation
*4117.41	Nonrenewal
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4215	Supervision
*4216	Evaluation
*6143.1	Lesson plans
*6200	Adult/community education

\*Indicates policy is included in the Critical Policy Reference Manual.

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION**  
Chesterfield, New Jersey

**FILE CODE: 5131.5**

<u>X</u>	<b>Monitored</b>
<u>X</u>	<b>Mandated</b>
<u>X</u>	<b>Other Reasons</b>

**Policy**

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**VANDALISM/VIOLENCE**

**Vandalism**

The Chesterfield Township Board of Education believes that students should respect property and take pride in the school, whenever a student has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the superintendent. The board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the pupils involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further such pupil misbehavior;
- E. Seek appropriate restitution.

**Violence**

Physical violence, including assault with or without a weapon, against another pupil, a staff member or board member is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

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 or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the superintendent. Staff will report accurately and not falsify information.

The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements pursuant to N.J.S.A. 18A:17-46.

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board(s) shall hold a public hearing at which the superintendent reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

## VANDALISM/VIOLENCE (continued)

### Threats of Violence

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate pupil threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Students shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

### Unsafe School Choice Option

The superintendent shall comply with all requirements of the Unsafe School Choice Option policy adopted by the State Board of Education for schools in districts that receive funds under the Every Student Succeeds Act of 2015 (ESSA). He/she shall keep the board informed of all state requirements and actions taken to implement the policy.

Particularly, if a school in the district is designated as “persistently dangerous” as defined in the policy, corrective action plans shall be prepared and presented to the board for review. The corrective action plans shall be in the format provided by the Department of Education and shall describe how the schools will reduce the number of incidents of violence as determined by the Student Safety Data System (SSDS).

Likewise, if a student while at school or on school grounds becomes a victim of a violent criminal offense as defined by state statute, he/she shall be offered the option of transferring to another safe school within the district.

Parents/Guardians shall be informed according to law and policy.

The board shall be provided with access to a copy of the current statewide Unsafe School Choice Option Policy.

### School Violence Awareness Week

This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to students, employees and board members. Local law enforcement personnel will be invited to participate.

### Violence and Vandalism Reporting

The superintendent will biannually submit a report utilizing the Student Safety Data System (SSDS) accurately reporting on each incident of violence, vandalism and alcohol and other drug abuse and harassment, intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(f). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee’s prior employment record.

### Implementation

The superintendent shall oversee the development of implementing regulations on all aspects of this policy, including the establishment of procedures for cooperation between school staff and law enforcement officials for all situations involving firearms or other deadly weapons.

Adopted: March 22, 2004  
NJSBA Review/Update: June 2011  
Readopted: September 21, 2011  
Revised:

VANDALISM/VIOLENCE (continued)Key Words

Conduct, Discipline, Pupil Conduct, Student Conduct, Vandalism, Violence

<b><u>Legal References:</u></b>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 2A:53A15</u>	Liability of parent or guardian for willful destruction of property by infant under 18
	<u>N.J.S.A. 2C:39-5</u>	Unlawful possession of weapons
	<u>N.J.S.A. 18A:1746</u>	Act of violence; report by school employee; notice of action taken; annual report,
	<u>N.J.S.A. 18A:252</u>	Authority over pupils
	<u>N.J.S.A. 18A:36-5.1</u>	School Violence Awareness Week
	<u>N.J.S.A. 18A:371 et seq.</u>	Discipline of Pupils
	See particularly:	
	<u>N.J.S.A. 18A:37-2, -2.1</u>	
	through -2.5, -3, -7	
	through -12	
	<u>N.J.S.A. 18A:37-13 et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>N.J.A.C. 6A:14-2.8</u>	Discipline/suspension/expulsion
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to Support Student Development
	See particularly:	
	<u>N.J.A.C. 6A:16-5.1,</u>	
	-5.2, -5.3, -5.5, -5.6, -5.7,	
	-6.1	

"H.A." v. Warren Hills Regional School District, 1976 S.L.D. 336

See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions

Every Student Succeeds Act of 2015, Pub. L. 114-95. 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

**Possible****Cross References:**

*1120	Board of education meetings
*3250	Income from fees, fines, charges
3517	Security
*4131/4131.1	Staff Development, Inservice Education, Visitations, Conferences
4148/4238	Employee protection
*5114	Suspension and expulsion
*5119	Transfers
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.1	Harassment, intimidation and bullying
5131.4	Campus disturbances
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*6114	Emergencies and disaster preparedness
*6172	Alternative educational programs

\*Indicates policy is included in the Critical Policy Reference Manual.

VANDALISM/VIOLENCE (continued)

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION**  
**Chesterfield, New Jersey**

**FILE CODE: 5131.6**

  X   **Monitored**  
  X   **Mandated**  
  X   **Other Reasons**

**Policy**

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DRUGS, ALCOHOL, STEROIDS, TOBACCO  
(Substance Abuse)

It is the responsibility of the Chesterfield Township Board of Education to safeguard the health, character, citizenship, and personality development of the students in its school. The board of education recognizes that the misuse of drugs, alcohol, steroids, and tobacco threatens the positive development of students and the welfare of the entire school community. We, therefore, must maintain that the use of drugs, alcohol, steroids, and tobacco and the unlawful possession of these substances is wrong and harmful. The board of education is committed to utilizing wellness strategies that encourage the prevention, intervention, and cessation of drug, alcohol, steroid, and tobacco abuse.

The board of education recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The board acknowledges that adult employees and visitors serve as role models for students. The board recognizes that it has an obligation to promote positive role models in school and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act, Part C, Environmental Smoke, Section 4303.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:211 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

A. The board of education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as student assistance coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, or steroids on school premises or while attending a school sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be advised of appropriate treatment and remediation (N.J.S.A. 18A:40A-10). Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as student assistance coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow up. Treatment will not be at the board's expense.

B. The board directs the establishment of a program designed to provide short term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. Pursuant to N.J.S.A. 18A:40A-16 the district shall establish a parent/guardian substance abuse program offered at

SUBSTANCE ABUSE (continued)

times and places convenient to the parents/guardians of the district on school premises or other facilities.

Enforcement of Drug Free School Zones

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

Law Enforcement Liaison

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

Undercover Operations

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

The board recognizes that law enforcement authorities may contact the superintendent to request that an undercover operation be established in a district school. The board recognizes that the superintendent is prohibited from discussing the request with the board. The board hereby authorizes the superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 19881 and that is in the best interests of the students and the school district.

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

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

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

SUBSTANCE ABUSE (continued)

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

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

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

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in State in re T.L.O. 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O. 569 U.S. 325 (1985) and the New Jersey School Search Policy Manual.

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

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or questioning is to be conducted, the principal and/or superintendent shall contact the student's parents/guardians and the principal and/or superintendent shall request that the law enforcement officials conduct the search, seizure, or questioning.

Police Presence at Extracurricular Activities

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

SUBSTANCE ABUSE (continued)Resolving Disputes Concerning Law Enforcement Activities

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

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

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

Tobacco

Tobacco use is now recognized as a chronic disease and public health hazard. Tobacco use is associated with conditions such as heart disease, emphysema, asthma, high blood pressure, diabetes, and many other chronic diseases. The most effective strategy for discouraging tobacco use by young people is a wellness strategy that supports prevention, intervention, and cessation.

**A. Tobacco Use and Possession**

1. No student, faculty/staff member or school visitor is permitted to use any tobacco product or electronic smoking device:
  - a. In any building, facility, or vehicle owned, leased, rented or chartered by the district;
  - b. On any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots) or chartered by the board of education;
  - c. At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, sporting events off campus, etc).
2. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using tobacco products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.
3. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

**B. Definition of Tobacco Products, Tobacco Use, and Electronic Smoking Device**

For the purposes of this policy:

1. "Tobacco product" is defined to include but is not limited to cigarettes, cigars, blunts, bidis, pipes,

**SUBSTANCE ABUSE** (continued)

chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products);

2. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products;
3. "Electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

**C. Signage**

Signs will be posted in a manner and location that adequately notify students, faculty/staff and visitors about the Comprehensive Tobacco-Free School Policy.

**D. Compliance for Students**

In recognition that tobacco use is a public health issue and that tobacco is a gateway drug and highly addictive, the board of education recognizes that intervention rather than punishment is the most effective way to address violations of this policy. Students who violate the school district's tobacco-use policy will be referred to the student assistance coordinators (SAC), guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling, and referral. The administration will consult with appropriate health organizations in order to provide student violators with access to an Alternative-to-Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs.

Parents/guardians will be notified of all violations and actions taken by the school. The school may also use community service as part of the consequences. Ordinarily, and consistent with a wellness strategy, suspension will only be used after a student has three or more prior violations or has refused to participate in other outlined measures.

**E. Compliance for Faculty, Staff, and Visitors**

As with students, intervention rather than punishment is the most effective way to address adult violations of this policy. Faculty or staff who violate the school district's tobacco-use policy will be referred to the Employee Assistance Program (EAP) or a tobacco cessation program. Employees who repeatedly violate the policy or do not comply with intervention or cessation referrals may be subject to consequences in accordance with district policy and their contract. Visitors using tobacco products will be informed about the policy and asked to refrain while on school property. Visitors who continue to violate the policy will then be asked to leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

**F. Opportunities for Cessation**

The administration will consult with the county health department and other appropriate health organizations (e.g., American Lung Association, American Cancer Society, etc.) to provide students and employees with information and access to support systems, programs and services (e.g., NJDHSS Quitline 1 866 NJSTOPS (657-8677) and njquitline.org) to encourage them to abstain from the use of tobacco products.

**G. Prevention Education**

SUBSTANCE ABUSE (continued)

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

## H. Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A process that identifies intervention and referrals for students, faculty/staff, and visitors who violate the policy will be created and communicated to all students, faculty/staff and parents.

Ongoing Implementation of this Policy

## A. Prevention Education for Students

The board will enforce the laws of New Jersey requiring a program of drug, alcohol, steroid, and tobacco education.

## B. Faculty Education and Inservice Training

All district personnel shall be alert to signs of alcohol, drug, steroid, and tobacco use by pupils and shall respond to those signs in accordance with procedures established by the superintendent. The board of education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, steroids, and/or tobacco and in helping pupils with drug-, alcohol-, steroid-, and tobacco related problems in a program of rehabilitation. The superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6A:16-3.1.

## C. Annual Review and Distribution of Policy

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the executive county superintendent, local community members, and the county prosecutor's office.

In accordance with N.J.S.A. 18A:40A-10, copies of the policy statement shall be distributed to pupils and their parents/guardians at the beginning of each school year. Board policy and procedures shall disseminated be annually to all school staff, students and parents through its website or other means (N.J.A.C. 6A:16-4.2).

## D. Administrative Regulations

The superintendent may develop administrative regulations for:

1. A comprehensive program of drug, alcohol, steroid, and tobacco education;
2. The identification and remediation of pupils involved with drugs, alcohol, steroids, and tobacco;
3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, steroids, or tobacco to determine the extent of the pupil's use or dependency;
4. The treatment of pupils who use, possess or distribute drugs, alcohol, steroids, and tobacco in violation of law or this policy through referral to an appropriate drug/alcohol/tobacco abuse program

SUBSTANCE ABUSE (continued)

as recommended by the department of health; and

5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, steroid, or tobacco offenses.

## E. Reporting and Liability

The superintendent will biannually submit a report utilizing the Student Safety Data System (SSDS) accurately reporting on each incident of violence, vandalism including harassment, intimidation and bullying, and alcohol and other drug abuse within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

At an biannual hearing the superintendent shall report to the board all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year.

Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this policy shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A1 et seq.

## F. Confidentiality Requirements

All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

## G. Parental Compliance

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

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Revised:

Key Words

Drugs, Alcohol, Tobacco, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

**Legal References:** N.J.S.A. 2A:62A4

N.J.S.A. 2C:293a

N.J.S.A. 2C:3315

Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability

Hindering apprehension or prosecution

Possession or consumption of alcoholic beverage by person under legal age, penalty

SUBSTANCE ABUSE (continued)

<u>N.J.S.A.</u> 2C:3316	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
<u>N.J.S.A.</u> 2C:3317	Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
<u>N.J.S.A.</u> 2C:3319	Paging devices, possession by students
<u>N.J.S.A.</u> 2C:351 <u>et seq.</u>	<u>New Jersey Comprehensive Drug Reform Act of 1987</u>
See particularly:	
<u>N.J.S.A.</u> 2C:357, -10	
<u>N.J.S.A.</u> 2C:352	Definitions
<u>N.J.S.A.</u> 9:6-1 <u>et seq.</u>	Abuse abandonment, cruelty, and neglect of child; what constitutes
<u>N.J.S.A.</u> 9:17A4	Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
<u>N.J.S.A.</u> 18A:252	Authority over pupils
<u>N.J.S.A.</u> 18A:3619.2	Student locker or other storage facility; inspections; notice to students
<u>N.J.S.A.</u> 18A:371	Submission of pupils to authority
<u>N.J.S.A.</u> 18A:372	Causes for suspension or expulsion of pupils
<u>N.J.S.A.</u> 18A:3825	Attendance required of children between six and sixteen, exceptions
<u>N.J.S.A.</u> 18A:3831	Violation of article by parents or guardian, penalties
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance abuse
See particularly:	
<u>N.J.S.A.</u> 18A:40A1, 2, -3, 4, 5, and 9	
<u>N.J.S.A.</u> 18A:40A-22 to -25	Random student drug testing
<u>N.J.S.A.</u> 24:212	Definitions (New Jersey controlled dangerous substances)
<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	<u>New Jersey Smoke-Free Air Act</u>
<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
<u>N.J.A.C.</u> 6A:9B14.2	Student assistance coordinator
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsion
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
See particularly:	
<u>N.J.A.C.</u> 6A:16-4.4	Voluntary policy for random testing of student alcohol or other drug use.
See also:	
<u>N.J.A.C.</u> 6A:16-1.3, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5	

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100690, Title V, Subtitle D) 102 Stat. 43054308

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

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

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

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D.

SUBSTANCE ABUSE (continued)

April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

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

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

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

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

Board of Education of Independent School District No. 92 of Pottawatomie County et al.

v. Earls et al., 536 U.S. (2002)

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

**Possible**

<b><u>Cross References:</u></b>	*1120	Board of Education Meetings
	*1330	Use of school facilities
	*1410	Local units
	*4131.1	Inservice education/visitations/conferences
	*4231.1	Inservice education/visitations/conferences
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5125	Pupil records
	*5131	Conduct/discipline
	*5131.7	Weapons and dangerous instruments
	*5141.3	Health examinations and immunizations
	*5141.21	Administering medication
	*5145.12	Search and seizure
	*6145.1/6145.2	Intramural competition; interscholastic competition
	6145.7	Social events/meetings
	*6154	Homework/makeup work
	*6172	Alternative educational programs
	*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.

**EQUAL EDUCATIONAL OPPORTUNITY**

The district shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, disability, or pregnancy. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

- A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
- B. Creating a positive atmosphere in and out of the classroom;
- C. Extending the same courtesy and respect that is expected of pupils;
- D. Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

**Harassment**

The district's affirmative action program is part of each academic program regarding all pupils. No one, including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/ discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

*"Harassment, intimidation or bullying"* is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely

EQUAL EDUCATIONAL OPPORTUNITY (continued)

or pervasively causing physical or emotional harm to the student.

All reported incidents of harassment, intimidation or bullying shall be handled according to law and board policy 5131.1 Harassment, Intimidation and Bullying. Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to harassment. The school anti-bullying specialist will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. If the victim is from a protected class, the affirmative action officer will be included in the investigation. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender identity or expression, religion, disability, nationality or socioeconomic status. The board shall ensure that:

- A. School classrooms and facilities will be barrier free;
- B. Attention will be directed at attaining minority representation that approximates the district's overall minority representation. The ultimate goal shall be to achieve the greatest degree of racial balance that is feasible and consistent with sound educational values and procedures;
- C. Utilizing on an annual basis a State-approved English language proficiency measure for determining the special needs of English language learners and their progress in learning English;
- D. Utilizing bias-free multiple measures for determining the special needs of students with disabilities,
- E. The district curriculum will be aligned with the New Jersey Student Learning Standards and address the elimination of discrimination by narrowing the achievement gap by:
  1. Providing equity in educational programs and by providing opportunities for students to interact with others proactively regardless of status;
  2. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
  3. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
  4. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs, including gifted and talented;
  5. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials, and methods, and ensuring students understand the basic tenets of multiculturalism;
  6. Ensuring instruction on the Holocaust and other acts of genocide is included in the curriculum, as developmentally appropriate; and

EQUAL EDUCATIONAL OPPORTUNITY (continued)

7. Ensuring that students are not discriminated against because of a medical condition.
- F. All students shall have support services, including intervention and referral services, school health services and counseling services; and
- G. Physical education program shall be equitable and co-educational.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Bias-Related Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a bias-related act (hate crime) or is about to commit one shall immediately inform the building principal and superintendent. All incidents of bias-related acts shall be reported whether they occur during school hours on school grounds or otherwise. The principal or his or her designee shall promptly notify the local police department and the bias investigation officer for the county prosecutor's office.

The principal or his or her designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe a bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe a life has been or will be threatened.

All incidents shall be reported utilizing the Student Safety Data System (SSDS) according to board policy 5131.5 Violence and Vandalism.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities, including school buses and/or transportation vehicles, where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Appeals

Grievances related to equity in school and classroom shall be submitted to the affirmative action officer. Any individual may petition the Commissioner in writing to resolve a dispute arising related to equity in school and classroom.

Implementation

The superintendent shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The superintendent shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The superintendent shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The superintendent shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

EQUAL EDUCATIONAL OPPORTUNITY (continued)

Adopted: May 8, 2000  
 Revised: May 13, 2002  
 Revised: March 22, 2004  
 NJSBA Review/Update: June 2011  
 Readopted: September 21, 2011  
 Revised: May 14, 2014  
 Revised: January 4, 2017  
 Revised:

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

**Legal References:**    N.J.S.A. 2C:16-1                      Bias Intimidation  
                               N.J.S.A. 2C:33-4                      Harassment  
                               N.J.S.A. 10:5-1 et seq.                      Law Against Discrimination  
                               N.J.S.A. 18A:3620                      Discrimination; prohibition  
                               N.J.S.A. 18A:3714                      Electronic communication, harassment, intimidation or bullying defined  
                               N.J.S.A. 18A:385.1                      No child to be excluded from school because of race, etc.  
                               N.J.A.C. 6A:7-1.1 et seq.                      Managing for Equality and Equity in Education  
                               See particularly:  
                               N.J.A.C. 6A:7-1.4,-1.7  
                               N.J.A.C. 6A:16-6.3(e)                      Reporting students or staff members to law enforcement Authorities  
                               N.J.A.C. 6A:17-1.1 et seq.                      Education of Homeless Children and Students in State Facilities  
                               N.J.A.C. 6A:30-1.1 et seq.                      Evaluation of the Performance of School Districts  
  
                               Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)  
  
                               State v. Mortimer, 135 N.J. 517 (1994)  
  
                               20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972  
  
                               20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
  
                               20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act) Part B  
  
                               42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  
  
                               28 C.F.R. 35 - Nondiscrimination on the Basis of Disability in State and Local Government Services (covers service animals)  
  
                               Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.  
  
                               Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)  
  
                               Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.  
  
                               L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. Lexis 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49,

EQUAL EDUCATIONAL OPPORTUNITY (continued)

when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

## Comprehensive Equity Plan, New Jersey State Department of Education

**Possible****Cross References:**

*2224	Nondiscrimination/affirmative action
*4111.1/4211.1	Nondiscrimination/affirmative action
*5131.1	Harassment, intimidation and bullying
*5134	Married/pregnant pupils
*6121	Nondiscrimination/affirmative action
*6141	Curriculum design/development
*6145	Extracurricular activities
*6161.1	Guidelines for evaluation and selection of instructional materials
*6171.4	Special education

\*Indicates policy is included in the Critical Policy Reference Manual.

**TITLE I**

**IMPROVING ACADEMIC ACHIEVEMENT AND PARENT AND FAMILY ENGAGEMENT**

The Chesterfield Township School District shall comply with all state and federal requirements in developing, implementing, administering and evaluating funded compensatory education programs and in particular programs and activities provided with Title I funds.

The purpose of Title I funding is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

**Definitions**

A Title I targeted assistance program provides supplemental Title I services to eligible students who are identified failing or most at risk of failing to meet the New Jersey Student Learning Standards and have the “greatest need” for academic assistance. Categorizing students with “the greatest need” is based entirely on academic need (low achievement) and poverty is not a factor. Title I, Part A funds may only be used to upgrade the educational program for the targeted group identified as academically at risk. Schools with targeted assistance programs do not meet the 40% poverty threshold required for a schoolwide program.

A Title I schoolwide program permits a school to use Title I, Part A funds to upgrade the entire educational program of the school in order to raise academic achievement for all students. A school is eligible to have a schoolwide program when the school meets the 40% or greater poverty threshold and has as a goal upgrading the entire educational program with Title I, Part A funds.

(Note: the 40% or greater poverty threshold is waived for propriety and focus schools under the approved New Jersey ESEA flexibility waiver.)

**District Educational Plan**

The district educational plan shall be developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, administrators, other appropriate school personnel, and with parents of children receiving Title I funds. As appropriate, the district educational plan shall be coordinated with other federal programs as detailed in the Every Student Succeeds Act of 2015, the Individuals with Disabilities Education Act (20 U.S.C.A. 1400 et seq.), the Rehabilitation Act of 1973 (20 U.S.C.A. 701 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C.A. 2301 et seq.), the Workforce Innovation and Opportunity Act (29 U.S.C.A. 3101 et seq.), the Head Start Act (42 U.S.C.A. 9831 et seq.), the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. 11301 et seq.), the Adult Education and Family Literacy Act (29 U.S.C.A. 3271 et seq.), and other Acts as appropriate.

The district educational plan shall describe:

- A. How student progress in meeting the New Jersey Student Learning Standards shall be monitored. To ensure that students are successful in achieving the New Jersey Student Learning Standards the district shall:
  1. Develop and implement a well-rounded program of instruction that meets the academic needs of all students;
  2. Identify students who may be at risk for academic failure;
  3. Provide additional educational assistance to individual students determined to need help in meeting the New Jersey Student Learning Standards; and
  4. Identify and implement instructional and other strategies intended to strengthen academic programs and improve school conditions for student learning;
- B. How the district shall identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;

TITLE I (continued)

- C. How the district shall carry out its responsibilities when the district is identified as needing comprehensive support and improvement and targeted support and improvement;
- D. The poverty criteria that will be used to select school attendance areas under the federal law (section 1113);
- E. The nature of the programs to be conducted by the school including schoolwide and targeted assistance programs (sections 1114 and 1115) and, where appropriate, educational services provided outside the school for children living in local institutions for neglected or delinquent children, and for neglected and delinquent children in community day school programs;
- F. The services the district will provide homeless children and youths, including services to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C.A. 11301 et seq.);
- G. The strategy the district will use to implement effective parent and family engagement;
- H. If applicable, how the district will support, coordinate, and integrate Title I services with early childhood education programs, including plans for the transition of participants in preschool programs to elementary school programs;
- I. How teachers and school leaders, in consultation with parents/guardians, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program, will identify the eligible children most in need of services;
- J. How the district will support efforts to reduce the overuse of discipline practices that remove students from the classroom;
- K. As appropriate, how the district will support programs that coordinate and integrate academic and career and technical education content through coordinated instructional strategies; and
- L. Any other information on how the district proposes to use funds to meet the purposes of the federal Title I program including identifying and serving gifted and talented students; and developing effective school library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

If the district educational plan is not satisfactory to the parents/guardians of participating children, the district shall submit the parent/guardian comments with the plan to the New Jersey Department of Education.

Parent and Family Engagement

The superintendent or his or her designees shall ensure that parents/guardians and family members are involved in developing the district Title I educational plan. The district shall provide the coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. In providing coordination, technical assistance, and other support, the superintendent or his or her designee may obtain meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. To the extent feasible and appropriate, parent and family engagement strategies shall be coordinated and integrated with other relevant Federal, State, and local laws and programs. The superintendent shall ensure that an evaluation of the content and effectiveness of the parent and family engagement policy is conducted annually.

Parents/guardians shall be involved in the activities of the schools. These activities may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members of the district school to adequately represent the needs of the district population for the purposes of developing, revising, and reviewing the board parent and family engagement policy.

TITLE I (continued)School Level Parent and Family Engagement

Each district school served by Title I funds shall convene an annual meeting at a convenient time, to which all parents/guardians of participating children shall be invited and encouraged to attend. The purpose of this meeting shall be to inform parents/guardians of programs and activities provided with Title I funds, to explain the federal requirements for participation in the federal Title I program, and inform parents/guardians of their right to be involved.

The building principal or his or her designee shall ensure that parents/guardians are involved, in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs. Parents/guardians shall be included in the planning, review, and improvement of the school parent and family engagement effort consistent with board policy for targeted assistance programs and/or the joint development of the schoolwide program plan.

A flexible number of meetings shall be offered, such as meetings in the morning or evening. Transportation, child care, or home visits, as such services relate to parental involvement may be provided with Title I funds.

The parents/guardians and family members of all participating children shall be invited to attend and participate in district Title I programs. The principal or his or her designee shall ensure opportunities are provided for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required by law in a format and, to the extent practicable, in a language parents/guardians understand.

Specifically parents/guardians of participating children shall:

- A. Receive timely information about programs and activities provided with Title I funds;
- B. Receive a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the New Jersey Student Learning Standards; and
- C. If requested by parents/guardians, be provided opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

If the schoolwide program plan is not satisfactory to the parents/guardians of participating children, the principal or his or her designee shall submit any parent/guardian comments with the schoolwide plan to the superintendent and the board.

This parent and family engagement policy shall be distributed to parents and family members of participating children.

Building Capacity for Parent and Family Engagement

The superintendent shall ensure effective involvement of parents/guardians and implement appropriate measures to support a partnership among the school, parents/guardians, and the community to improve student academic achievement. The superintendent or his or her designee shall ensure that the school shall at a minimum:

- A. Provide assistance to parents/guardians in understanding New Jersey Student Learning Standards, the New Jersey Department of Education approved statewide proficiency assessments, school administered assessments, the requirements under federal law, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- B. Provide materials and training to help parents to work with their children to improve their children's achievement;
- C. Educate teachers, specialized instructional support personnel, the principal, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build

TITLE I (continued)

ties between parents and the school;

- D. Coordinate and integrate parent involvement programs and activities to the extent feasible, with other Federal, State, and local programs, including public preschool programs, and conduct other activities, that support involvement;
- E. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
- F. Provide such reasonable support as requested by parents/guardians.

School-Parent Compact

High student achievement is a shared responsibility. Each school receiving Title I funds shall jointly develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards;
- B. Describe the ways in which parents will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- C. Address the importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - 1. Parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - 2. Frequent reports to parents on their children's progress;
  - 3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - 4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Annual Evaluation

An annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of Chesterfield School shall be conducted with the meaningful involvement of parents and family members. The annual evaluation shall identify:

- A. Barriers to greater participation by parents in activities authorized with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
- B. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- C. Strategies to support successful school and family interactions.

The findings of the evaluation shall be used to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy.

TITLE I (continued)Supplement not Supplant

The Chesterfield Township School District shall use Title I funds only to supplement and to the extent practical increase the level of funds that would, in the absence of Title I funds, be made available for the education of pupils participating in Title I or state compensatory education projects. In no case shall Title I funds be used to supplant those non-Title I or non-state compensatory education funds.

Maintenance of Effort

The board of education will maintain a combined fiscal effort per pupil or aggregate expenditures of state and local funds with respect to the provision of the public education for the preceding fiscal year that is not less than 90% of the required amount of the combined fiscal effort per pupil or the aggregate expenditures for the second preceding fiscal year.

Eligibility for State and Federal Funds

The superintendent shall ensure that all requirements for receiving state and federal funds shall be fulfilled in an accurate and timely manner.

Control over such funds and title to all equipment and supplies purchased with such funds shall remain with the board of education. Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with the law.

General

The superintendent shall direct appropriate administrative personnel to pursue vigorously all possible sources of funding, either state or federal, that support such compensatory services, and shall keep abreast of all changes in the law which restrict or expand the district's use of state or federal funds.

Programs especially designed for migrant children shall be provided as necessary.

Adopted: March 22, 2004

Revised: December 17, 2008

NJSBA Review/Update: June 2011

Readopted: September 21, 2011

Revised:

Key Words

State/Federal Funds, Federal Funds, Compensatory Instruction, Basic Skills, Maintenance of Effort, Supplement not Supplant, Comparability, At-Risk Pupils

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:35-4.9	Pupil promotion and remediation; policies and procedures
	<u>N.J.S.A.</u> 18A:59-1 through -3	Apportionment and distribution of federal funds; exceptions
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

42 U.S.C.A. 2000d - 2000d4 - Title VI of the Civil Rights Act of 1964

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988, (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

**Resources:**

New Jersey Department of Education Every Student Succeeds (ESSA) Guidance Document located at: <http://www.state.nj.us/education/ESSA/guidance/njdoe/DistrictGuide.pdf> (Last

TITLE I (continued)

accessed 1/2/2018.)

New Jersey Department Of Education Webinar: *An Introduction To Title I Targeted Assistance Programs*. Located at: <http://www.state.nj.us/education/title1/grants/> (Last accessed 1/2/2018.)

New Jersey Department Of Education Webinar: *Transition from a Targeted Assistance Title I Program of Schoolwide Program*. Located at: <http://www.state.nj.us/education/title1/grants/> (Last accessed 1/2/2018.)

PossibleCross References:

*3220/3230	State funds; federal funds
*3514	Equipment
*5120	Assessment of individual needs
*5200	Nonpublic school pupils
*6122	Articulation
*6141	Curriculum design/development
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.4	Special education

\*Indicates policy is included in the Critical Policy Reference Manual.

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION**  
Chesterfield, New Jersey

**FILE CODE: 1250**

☐ **Monitored**  
☐ **Mandated**  
☒ **Other Reasons**

**Policy**

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**VISITORS**

The Chesterfield Board of Education welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the school, the superintendent or his designee shall devise regulations addressing visitors' access to the school.

In order to ensure the safety and well-being of all students and staff at Chesterfield School, it is imperative for school personnel to know who is in the building at all times and be able to immediately determine those who are authorized. Therefore, all visitors are required to report to the main office upon entering the building and sign-in on the Visitor's Register, including his/her name, arrival time, and destination. He/she must then obtain a visitor's pass from office personnel. Before leaving the building, all visitors must report back to the main office, sign-out on the Visitor's Register, including the time he/she is leaving.

The Superintendent, his designee, or the Principal has the authority to prohibit the entry of any person to the school or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Superintendent, his designee, and/or the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited the number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the superintendent or designee.

All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

VISITORS (continued)

Adopted: May 19, 2003  
 Revised: June 21, 2004  
 NJSBA Review/Update: May 2011  
 Readopted: September 21, 2011  
 Revised:

Key Words

Visits to the Schools, Visitors, Sign-in, Propping Doors

Legal References:

<u>N.J.S.A.</u> 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct
<u>N.J.S.A.</u> 18A:7G-5.2	Public school facilities, certain, security measures required
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:3D-55 et seq.	<u>New Jersey Smoke-Free Air Act</u>

PossibleCross References:

*1220	<u>Ad hoc</u> advisory committees
*3327	Relations with vendors
*3515	Smoking prohibition
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131.1	Harassment, intimidation and bullying
*5142	Pupil safety
*5145.11	Questioning and apprehension
*6144	Controversial issues
*9010	Role of the member

\*Indicates policy is included in the Critical Policy Reference Manual.

**THE CHESTERFIELD TOWNSHIP BOARD OF EDUCATION**  
**Chesterfield, New Jersey**

**FILE CODE: 3516**

**Policy**

<u>X</u>	Monitored
<u>X</u>	Mandated
<u>X</u>	Other Reasons

**SAFETY**

The superintendent shall develop rules governing school safety which shall include but not be limited to: pupil safety in school; care of injured pupils; vehicle safety programs; plant safety including removal and/or encapsulation of asbestos; labeling and storage of hazardous substances; emergency procedures; pupil safety in transit to and from school; and eye protection. In addition, pupils shall be provided with safety instruction in accordance with the law.

Who provides us with the list of substances that are hazardous

The Chesterfield Township Board of Education shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies. A list of substances that are deemed hazardous and those which are legally exempted from this requirement can be obtained from the superintendent.

The superintendent shall inform the board when hazardous substances may be used when children are present, and the board shall determine if an emergency situation exists and such use is warranted.

If any hazardous substance is stored on any school site, the superintendent shall make available the hazardous substance fact sheet for that substance to any one who requests it.

At least two days prior to the start of any construction activity involving hazardous substances, the superintendent shall post on a bulletin board at the school a notice that such construction will take place. The notice will state the activity to be conducted and the hazardous substance(s) to be used.

The superintendent shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:

- A. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
- B. Hazardous substances may be stored at the school at various times throughout the year;
- C. Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

Soil Contamination on School Property

The board shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school. Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department's direct contact soil remediation standards for residential use.

The notice shall include:

- A. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;
- B. A description and timetable of the steps that have been taken and will be taken to ensure that there is no contact by any student or staff member with the contamination;
- C. A description and timetable of the steps that have been taken and will be taken to remediate the soil contamination.

SAFETY (continued)

The notice may be provided by:

- A. Written notice sent home with the student and provided to the staff member;
- B. Telephone call;
- C. Direct contact; and/or
- D. Electronic mail.

The district shall also post a copy of the notice in a conspicuous location near the site of the contamination to notify any other users of the school grounds of the existence of the contamination.

Safe Drinking Water

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq.).

The board directs that lead sampling and analysis be conducted in all drinking water outlets to which a student or staff member has or may have access, in each school facility, other facility, or temporary facility no later than July 13, 2017. Sampling shall be conducted according to the lead sampling plan.\* The lead sampling plan shall include:

- A. A plumbing survey for each facility that identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;
- B. The names and responsibilities of all individuals involved in sampling; and
- C. The following sampling procedures:
  - 1. Samples shall be taken after water has sat, undisturbed in the school pipes for at least eight hours but no more than 48 hours before the sample is taken;
  - 2. At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings subject to the sampling shall be restricted to all but authorized staff members;
  - 3. Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and
  - 4. All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.

The board shall ensure testing of all drinking water outlets within six years following the initial testing and every six years thereafter. Sampling shall be prioritized in buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead. The water outlets in these buildings and facilities shall be sampled first in accordance with the sampling plan. In addition, sampling for lead shall be conducted after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

\*See Resources below. The lead sampling plan, <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Drinking Water Sample Analysis

The board shall ensure that an analysis of water samples shall be conducted by a certified laboratory to analyze for lead in drinking water. The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act at 40 CFR 141.23(k)(1). Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP)\*\*, which shall be signed by the board of education, the certified laboratory, and the individual responsible for conducting sampling. The QAPP shall include:

SAFETY (continued)

- A. Identification of analytical methods;
- B. Chain of custody procedures;
- C. Data validation and reporting processes;
- D. Detection limits;
- E. Reporting to three significant figures;
- F. Field blanks; and
- G. Quality control measures required by the certified method

\*\* See Resources below. Quality Assurance Project Plan (QAPP) at <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

Water Sample Analysis Results: Notifications

Within 24 hours after the board has reviewed and verified the final laboratory results, the board shall make the test results of all water samples publicly available at the school facility and on the district website. If any results exceed the permissible lead action level, written notification shall be provided to the parents/guardians of all students attending the facility, as well as to the New Jersey Department of Education (NJDOE). This notification shall include a description of the measures taken by the board to:

- A. Immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level;
- B. Ensure that alternate drinking water has been made available to all students and staff members, and information regarding the health effects of lead is provided.

The board shall annually submit a statement of assurance to the NJDOE that lead testing was completed, that notifications were provided, and that alternate drinking water continues to be made available to all students and staff in accordance law and board policy.

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Implementation

Rules and procedures implementing this policy shall be reviewed and adopted by the board as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made.

Adopted: December 16, 2002  
Revised: March 18, 2010  
NJSBA Review/Update: May 2011  
Readopted: September 21, 2011  
Revised:

Key Words

Safety, Pupil Safety, Employee Safety, Asbestos, Hazardous Materials, Student Safety

SAFETY (continued)Resources

New Jersey Department of Environmental Protection webpage for Lead Sampling in School Facilities.  
 Located at: <http://www.nj.gov/dep/watersupply/dwc-lead-schools.html>

*New Jersey Department of Environmental Protection, Overview: Lead in Drinking Water at School Facilities*  
 This document contains a link to the School District Lead Sampling Plan and the Quality Assurance Project Plan (QAPP) templates located at: <http://www.nj.gov/dep/watersupply/pdf/techguide.pdf>

*Lead Sampling in Schools Technical Guidance FAQs.*  
 Located at: <http://www.nj.gov/dep/watersupply/pdf/leadfaq.pdf>

Legal References:

<u>N.J.S.A.</u> 18A:62	Instruction in accident and fire prevention
<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:1742 <u>et seq.</u>	Public School Safety Law
<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, pupils and visitors in certain cases
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire Drills and Fire Protection
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:415	
<u>N.J.S.A.</u> 18A:42-1	Safety patrol by pupils
<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 34:5A1 <u>et seq.</u>	<u>Worker and Community Right to Know Act</u>
<u>See particularly:</u>	
<u>N.J.S.A.</u> 34:5A -10.1 through -10.5	
<u>N.J.S.A.</u> 34:6A25 <u>et seq.</u>	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
<u>N.J.S.A.</u> 58:10B-24.6 <u>et seq.</u>	Hazardous discharge site remediation
<u>N.J.S.A.</u> 58:12A-1 <u>et seq.</u>	Safe Drinking Water Act
<u>N.J.A.C.</u> 5:23-1 <u>et seq.</u>	The uniform construction code
<u>N.J.A.C.</u> 6A:16-5.1	School safety and security plans
<u>N.J.A.C.</u> 6A:19-6.1 <u>et seq.</u>	Safety and Health Standards
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	
<u>N.J.A.C.</u> 6A:26-12.4	Safe drinking water
<u>N.J.A.C.</u> 6A:27-12.2	Accident reporting
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 7:10-1 <u>et seq.</u>	Safe Drinking Water Act

International Building Code 2015, New Jersey Edition; First Printing: September 2015;  
 ISBN: 978-1-60983-156-1; Copyright 2015, International Code Council, Inc.

PossibleCross References:

*1330	Use of school facilities
*1410	Local units
*3510	Operation and maintenance of plant
*5141.1	Accidents
*5142	Pupil safety
*5142.1	Safety patrols
*6114	Emergencies and disaster preparedness

SAFETY (continued)

- \*6142.12 Career education
- \*7110 Long-range facilities planning

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Chesterfield Township Board of Education directs the superintendent to oversee development of regulations to govern:

- A. Student conduct on buses;
- B. Inservice education for bus drivers to include:
  - 1. Management of pupils;
  - 2. Safe driving practices; recognition of hazards;
  - 3. Special concerns in transporting pupils with disabilities;
  - 4. Emergency procedures on the road; accident report;
  - 5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district owned or contracted vehicle that include any of the following:

- A. Physical injury to anyone concerned, no matter how minor;
- B. Property damage of any kind, even if the financial loss is negligible;
- C. Failure of any mechanical function of a district owned or contracted vehicle during operation, even if no injury or damage results.

It shall be the responsibility of the superintendent to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances and in scheduling inspection of vehicles.

Training for Interacting with Students with Special Needs

The Chesterfield Township School District and/or the Northern Burlington Regional School District shall administer the New Jersey Department of Education developed training program on the proper procedures for interacting with students with special needs to all school bus drivers and school bus aides that it employs. The training program includes appropriate behavior management; effective communication; use and operation of adaptive equipment; and understanding behaviors that may be related to specific disabilities.

The training program shall be administered prior to that individual operating a school bus or serving as an aide on a school bus.

The Chesterfield Township School District and/or the Northern Burlington Regional School District requires that a school bus driver or school bus aide file a certification with the Chesterfield Township School District and/or the Northern Burlington Regional School District that the individual has completed the training program within five business days of its completion. The Chesterfield Township School District and/or the Northern Burlington Regional School District shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education.

The parent or guardian of a student with an individualized education plan shall complete the student information card when the individualized education plan is developed or amended for a student who receives transportation services. The student information card, developed by the New Jersey Department of Education, shall include information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a

TRANSPORTATION SAFETY (continued)

student with special needs.

Upon receiving consent from a student's parent or guardian, the a copy of the completed student information card shall be provided to the student's assigned school bus driver and school bus aide.

Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the student riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. Students who do not require busing shall participate in a drill as necessary before a field trip. All students shall receive evacuation instruction at least once within the school year.

Vehicles and Equipment

All district owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district owned or contracted vehicles used to transport children shall conform to state standards for such vehicles and shall be equipped with all safety devices required by code and statute.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee Substance Abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Adopted: March 22, 2004  
NJSBA Review/Update: May 2011  
Readopted: September 21, 2011  
Revised:

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
	<u>N.J.S.A.</u> 18A:252	Authority over pupils
	<u>N.J.S.A.</u> 18A:39-1 <u>et seq.</u>	Transportation of pupils remote from school
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:39-17, -18, -19.1, -20	
	<u>N.J.S.A.</u> 18A:39-19.2 through <u>N.J.S.A.</u> 18A:39-19.4	Training program for school bus drivers, bus aides relative to students with special needs
	<u>N.J.S.A.</u> 18A:39-26	School Bus Safety Act
	<u>N.J.S.A.</u> 18A:39-27	Bus Driver Presence Required
	<u>N.J.S.A.</u> 18A:39-28	Inspection of School Bus for Pupils
	<u>N.J.S.A.</u> 39:3-10.9 <u>et seq</u>	New Jersey Commercial Driver License Act

TRANSPORTATION SAFETY (continued)

N.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and Regulations

See particularly:

N.J.S.A. 39:3B-10

through -12

N.J.A.C. 6A:27-1.1 et seq. Student Transportation

See particularly:

N.J.A.C. 6A:27-11.1, -11.2,

-11.3, -11.4, -12.2, -13.3

34 CFR Part 85.100 et seq., Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug Free Workplace (Grants)

49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991

49 C.F.R. Part 40.1 et seq. - Procedures for Transportation Workplace Drug Testing Programs

49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and testing

49 C.F.R. Part 391.1 et seq. - Qualification of drivers

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

*The Department of Education School Bus Driver and Aide Training for Interacting with Students with Special Need:* located on the New Jersey Department of Education website at: <http://www.nj.gov/education/finance/transportation/training/dis/>

PossibleCross References:

*3516	Safety
*3541.1	Transportation routes and services
*4211	Recruitment, selection and hiring
*4119.23/4219.23	Employee substance abuse
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5131	Conduct/discipline
*1531.1	Harassment, intimidation and bullying
*5142	Pupil safety

\*Indicates policy is included in the Critical Policy Reference Manual.

EMERGENCIES AND DISASTER PREPAREDNESS

The superintendent or his/her designee shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. He/she shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The superintendent or his/her designee shall develop and provide an inservice training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the district's plans, procedures and mechanisms for managing crises. The inservice program shall be reviewed and updated annually.

School Safety and Security Plan

The board directs the superintendent or his/her designee to develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the schools. Written plans and procedures and mechanisms shall, at a minimum, provide for:

- A. The protection of the health, safety, security and welfare of the school population;
- B. The prevention of, intervention in, response to and recovery from emergency and crisis situations;
- C. The establishment and maintenance of a climate of civility;
- D. Support services for staff, students and their families; and
- E. Include plans related to changing township conditions which could pose potential safety and security issues for the school district (i.e. pipeline/compressor station).

The superintendent or his/her designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the district's plans, procedures, and mechanisms for school safety and security.

The plans, procedures, and mechanisms shall be consistent with the format and content established by the Domestic Security Preparedness Task Force and the Commissioner. The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

The superintendent or his/her designee shall disseminate a copy of the school safety and security plan to its employees.

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

In addition:

- A. New employees shall receive a copy of the school safety and security plan, as appropriate, within 30 days of the effective date of their employment;
- B. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan within 30 days of such change;
- C. All employees shall attend an in-service training program designed to allow all district board of education employees to recognize and appropriately respond to safety and security concerns, including emergencies and crises, in a manner consistent with the district board of education's plans, procedures and mechanisms for school safety and security.

Fire Drills and School Security Drills

Fire drills shall be held at least once each month for all pupils. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated as to avoid interference with the fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Regular courses of instruction in accident prevention and fire prevention shall be given and shall be adapted to the understanding of the several grades and classes in the schools.

There shall also be at least one school security drill per month. This includes any summer months during which the school is open for instructional programs. A school security drill shall be conducted within the first 15 days of the beginning of the school year. A law enforcement officer shall be present at a minimum of one school security drill each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable.

A "school security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The building principal shall provide emergency responders with a friendly notification at least 48 hours prior to holding a security drill.

All full-time employees shall receive training on school safety and security that includes instruction on school security drills. New staff members shall receive this training within 30 days of the commencement of that staff member's employment. The annual training provided to employees shall be conducted collaboratively by the district and emergency responders, including law enforcement, fire, and emergency medical services personnel, in order to identify weaknesses in school safety and security policies and procedures and to increase the effectiveness of emergency responders.

Failure by an employee to comply with the requirements of this policy, including conduct during fire drills, may subject them to disciplinary action in accordance with their contract and/or conditions of their employment.

Required Drills

- A. The district shall be required to conduct a minimum of two drills per year for each of the following drills:
  - 1. Active shooter;
  - 2. Evacuation (non-fire);

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

3. Bomb threats;
4. Lockdowns.

Students are not required to participate in two of the eight mandated drills.

Reporting

By June 30<sup>th</sup> of each year the superintendent shall submit to the executive county superintendent an annual "Statement of Assurance" report on the forms provided by the Department of Education.

Emergency Closings; Delayed Openings

The superintendent is authorized by the board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be notified that they are required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Adopted: April 9, 2001

Revised: March 22, 2004

NJSBA Review/Update: June 2011

Readopted: September 21, 2011

Revised: April 29, 2015

Revised:

Key Words

Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Security Drills, Bomb Threats, Safety and Security Plan

<b><u>Legal References:</u></b>	<u>N.J.S.A. 18A:62</u>	Instruction in accident and fire prevention
	<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:4012</u>	Closing schools during epidemic
	<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
	<u>N.J.S.A. 18A:5420</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. App. A:9-64 et seq.</u>	New Jersey Domestic Security Preparedness Act
	<u>N.J.A.C. 6A:16-5.1 et seq.</u>	School Safety and Security
	<u>N.J.A.C. 6A:16-6.3</u>	Reporting students or staff members to law enforcement agencies
	<u>N.J.A.C. 6A:26-12.2</u>	Policies and procedures for school facility operation
	<u>N.J.A.C. 8:57-1.9</u>	Reporting of diseases by health officers

A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

International Fire Code, New Jersey Edition, 2006; Section 408 Use and Occupancy-Related Requirements (see particularly: Section 408.3.1).

School Safety and Security Plans, Minimum Requirements

Possible

<b><u>Cross References:</u></b>	*1410	Local units
	*2210	Administrative leeway in absence of board policy
	*3541.33	Transportation safety
	*4131/4131.1	Staff development; inservice education/visitations/conferences

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

*4231/4231.1	Staff development; inservice education/visitations/conferences
5141.6	Crisis intervention
*6111	School calendar
*6112	School day

\*Indicates policy is included in the Critical Policy Reference Manual.

**Regulation**

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PROCEDURES FOR COMPLAINTS AND INQUIRIES

The Chesterfield Township Board of Education welcomes inquiries about and constructive criticism of the district's programs, equipment, operations and personnel. Any person or group having a legitimate interest in the school may present a request, suggestion, or complaint concerning school personnel, the educational program, instructional or resource materials, or the operations of the school.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed.

The board expects that reasonable efforts shall be made to resolve disputes at the lowest possible level. At the request of the complainant and the at the discretion of superintendent or the board of education, the processing of a complaint may be expedited and/or processed initially at higher levels in those exceptional circumstances warranted by the nature or emergent circumstances of the complaint. In addition, the timelines contained in these procedures may be extended at any level with the consent of the complainant.

Order of Complaint/Appeals

Complaints shall be addressed in the following order to ensure prompt and meaningful resolution:

A. Individuals having a general complaint regarding a situation, activity or procedure in a school that is not specific to any individual,

1. Principal
2. Superintendent
3. Board of Education

B. Individuals having a complaint (other than board members not in parental capacity) against a teacher or supervisor:

1. Teacher or supervisor first
2. Principal
3. Superintendent
4. Board of Education

C. Individuals having a complaint against the principal:

1. Principal
2. Superintendent
3. Board of Education

D. Individuals having a complaint against any janitor, custodian, secretary, cafeteria worker:

1. Individual first
2. Principal (if a building complaint) or school business administrator (if a business office or custodian complaint)
3. Superintendent
4. Board of Education

E. Individuals having a complaint against the superintendent:

1. Superintendent
2. Board of Education

F. Board members having a complaint should not approach the employees of the district with complaints about them. If the matter is not resolved to the board member's satisfaction, he/she should contact the board president to see if it is a matter for Board Meeting Agenda.

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

## Complaint/Appeal Protocol

## Level One: Discussion Level

The first level of the handling of a complaint involves an informal discussion at the lowest possible level. The lowest level will vary, depending on the circumstances and the nature of the complaint. Generally, the lowest possible level shall be the employee whose decision or action is the subject of the complaint. For example, with respect to student and/or parent concerns about a classroom matter, the informal discussion and resolution should normally take place at the teacher level. With respect to the operation of a school, or in any cases of doubt, a complaint should be lodged with the principal.

Any allegations of child abuse or criminal activity shall be communicated to the principal or other designated administrator depending upon the circumstances. The principal or other administrator shall contact state agencies and law enforcement when required or warranted.

## Level Two: Initial Appeal

If the informal discussion at Level One does not resolve the issue, the complainant may file a written appeal in accordance the structure set forth above in the "Order of Complaint/Appeals".

The written appeal shall include at a minimum the following information:

1. The name and contact information of person submitting the complaint;
2. Date and manner of the submission of initial complaint;
3. The outcome of the initial complaint;
4. A description of the basis of the appeal, including why the individual believes the handling of the initial complaint was in error; and
5. Any supporting documentation.

Teachers or other employees to whom the complaint was directed at Level One shall be advised of a Level Two Appeal and may be requested to attend a meeting related to the complaint. In any such meeting, the teacher or other employee shall have the right to representation.

The individual overseeing the appeal shall conduct such meetings and/or investigations as he/she deems appropriate and either resolve the matter informally or make an administrative determination on the matter.

If the appeal is not resolved informally, the individual handling the initial appeal shall issue his/her decision in writing within ten (10) calendar days of notice of the complainant's appeal. The decision shall set forth any findings of fact and convey the basis of the decision. The decision shall be forwarded to the complainant, the teacher or other staff member who addressed the complaint at Level One and the individual designated to oversee Level Three of the Appeals process.

## Level Three:

In the event the complainant is dissatisfied with the determination made in Level Two, the complainant may appeal the matter by submitting a written appeal within ten (10) calendar days of the determination.

The appeal must set forth the determination being appealed from, the basis for the appeal and the specific relief requested.

Any documents to support the appeal should be attached to the appeal. In reviewing a matter on appeal, the individual overseeing the appeal shall conduct such investigation/review as he/she deems appropriate. The individual may, but is not required to meet with the complainant, and shall confer and consult with the principal and such other staff as he/she deems appropriate.

If the complaint is about a particular employee's decision or action, the employee shall receive a copy of the appeal and be provided an opportunity to submit a written response to the complaint within five (5) school days of receipt of the complaint.

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

The individual overseeing the appeal shall render a decision on the appeal within ten (10) calendar days of receipt of the appeal. The decision shall be communicated in writing to the complainant and any employees directly involved in the appeal process. The decision shall set forth any findings of fact and convey the basis of the decision.

#### Level Four: Appeal to the Board of Education

In the event the complainant is dissatisfied with the determination made by the superintendent, the complainant may file an appeal with the board of education.

Any such appeal must be in writing and filed in the board office within ten (10) calendar days of the superintendent's decision.

The written appeal must set forth the determination being appealed from, the basis for the appeal and the specific relief requested.

If the matter is referred to the board, it shall be scheduled for review by the full board at its next possible meeting provided reasonable advance notice may be provided to the individuals involved in the appeal. The provisions of the Open Public Meetings Act shall apply to review of appeals by the full board. The board shall render a decision on the appeal within five (5) calendar days of its consideration of the appeal. The board's decision shall be communicated in writing to the complainant and any employees directly involved in the appeal process.

It is understood that any member of the community seeking redress who feels that satisfaction has not been received retains the right to carry the complaint to the next highest level of authority.

The board requests that all complaints be signed. Anonymous complaints shall be disregarded unless issues of health and safety are involved. The superintendent shall determine if an anonymous complaint shall be investigated.

Any administrator receiving a complaint shall refer the complainant to the appropriate individual in the chain of command.

Any board members who are contacted with complaints shall refer the complainant to the superintendent who shall refer the issue to the appropriate individual in the chain of command.

#### Complaints and Inquiries regarding board actions/operations

- A. Questions and/or complaints about board actions or operations may be made at the appropriate time during public board meetings (see policy 1120 Board of Education Meetings) or in writing to the office of the superintendent.
- B. The superintendent or his or her designee shall respond to all inquiries about district issues. When appropriate, he/she may require the issue to be put in writing. In the response, the superintendent shall indicate:
  1. If the information requested is restricted and the district is prohibited by law from providing the information requested;
  2. The time frame in which the information requested will be available;
  3. Whether the response will be given orally at a board meeting and/or in writing to the questioner:
    - a. If the information is of general interest, it will be given publicly at a board meeting and every attempt shall be made to respect and protect the confidentiality of those involved;
    - b. If the information is personal, or of interest only to the respondent, it will be given in writing. The board shall be copied on the written response unless privacy or legal issues prohibit such action;
  4. How the questioner will be notified of the date and time of the board meeting if the response is to be given publicly;
  5. Whether there will be any charge for duplication of materials and what those charges might be.

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

## Procedure for Complaints And Inquiries Regarding Compliance with Federal Law

Inquiries about and constructive criticism of the district programs, equipment, operations and personnel subsidized through federal funding under the Every Student Succeeds Act of 2015 (ESSA) shall be addressed according to the following procedure. In most cases, it is possible to make a satisfactory adjustment by staff at the building level or by the superintendent at the district level. If this is not possible, complaints may be referred to the board of education for resolution.

Parents and community members who have specific concerns regarding the administration of education programs required by the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act of 2015 should first attempt to settle their concerns locally as described above. If issues still remain, a complaint may be filed with either the New Jersey or the United States government.

A complaint is a written allegation that a school, school district, other agency authorized by a school district or the New Jersey Department of Education (NJDOE) has violated the law in the administration of education programs required by the ESSA. A complaint shall identify:

- A. The alleged ESSA violation;
- B. The facts supporting the alleged violation; and
- C. Any supporting documentation.

To initiate a complaint that a school, school district, or other agency authorized by a school district or the NJDOE has violated the administration of an education program, a complainant must submit a written complaint to the NJDOE, attention Burlington County Executive Chief School Administrator. An allegation may be submitted in writing or electronically. If a complaint is submitted electronically, a hard copy should also be sent to the NJDOE via regular mail.

A copy of the New Jersey procedures for processing the complaint may be obtained from the Office of the Burlington County Executive Chief School Administrator.

The New Jersey procedures require that the executive county superintendent coordinate the investigation of the complaint. When the investigation is complete, the executive county superintendent will notify the complainant in writing regarding the outcome of the investigation. If a violation has occurred, the assistant commissioner assigned to oversee the matter shall identify and impose the appropriate consequences or corrective action as required by regulation to resolve the complaint. If the complainant does not agree with the NJDOE's decision, the complainant may appeal to:

United States Department of Education Secretary  
Office of Hearings & Appeals  
400 Maryland Avenue, SW  
Washington, DC 20202-4611  
(202) 619-9700  
[www.ed-oha.org](http://www.ed-oha.org)

To initiate a complaint against the NJDOE alleging a violation of the administration of a program, a written complaint should be submitted to:

Chief of Staff New Jersey Department of Education  
Office of the Chief of Staff  
P.O. Box 500  
Trenton, New Jersey 08625-0500  
(609) 292-4442

PROCEDURES FOR COMPLAINTS AND INQUIRIES (regulation continued)

If the complainant is unsatisfied with the resolution or the process, the complaint may be submitted to:

United States Department of Education Secretary  
Office of Hearings and Appeals  
400 Maryland Avenue, SW  
Washington, DC 20202-4611  
(202) 619-9700.

Adopted:	February 21, 2007
NJSBA Review/Update:	May 2011, August 2017
Readopted:	September 21, 2011
Revised:	

**AGREEMENT FOR PROFESSIONAL SERVICES**  
**Between**  
**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT**  
**And**  
**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

This agreement is made and entered into by the **CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**, (hereinafter referred to as the School District) and the Burlington County Special Services School District/Educational Services Unit (hereinafter referred to as ESU) for Professional Services for the 2018-2019 school year.

**Responsibilities of the Educational Services Unit:**

1. The ESU will provide the following Professional Services, as requested by the School District, to include:
  - a. Child Study Team Staffing and Evaluations, participation in eligibility and IEP meetings, counseling and other related CST services
  - b. Physical, Occupational and Speech Therapy evaluations, consultation and therapy services
  - c. Home Instruction, Supplemental Instruction, and classroom instruction/consultation
  - d. Transition Services, Structured Learning Experience (SLE) Coordinator, and Job Coaching
  - e. Assistive Technology Education and Communication (AAC) evaluations, consultation, training and support services
  - f. Behavioral Services and Consultations
  - g. Deaf and Hard of Hearing Itinerant Services
  - h. Information Technology Services
  - i. Other Specialized Educational Services including an AAC device lease library
  - j. Comprehensive Deaf and Hard of Hearing Child Study Team evaluations
  - k. Reading Specialist
  - l. Virtual and online services (separate agreement)
2. The ESU will provide services, records and reports in accordance with all regulations affecting the School District in force during the period of this agreement.
3. The ESU will ensure that all of their staff is appropriately certified as required by New Jersey Department of Education regulations to perform the Professional Services.
4. The Professional Services provided by ESU staff will be in response to specific written requests from the School District. All services provided will comply with applicable New Jersey State and Federal regulations. ESU administration will collaborate with School District staff in the provision of the Professional Services.
5. The ESU bills semi-monthly, and provides the School District with a record of Professional Services rendered.
6. Any service needs not reflected in this agreement must be discussed with the ESU administration for consideration.
7. Out of County rate applies to the location where the services are provided, not the location of the student's home district.
8. No Show Charges (including Destination Charge) are in effect for Professional Services as stated on the Fee Schedule. One-hour minimum notice is required to avoid this charge for in-county services. Two-hour minimum notice is required for out-of-county services.
9. Refer to Professional Services Agreement rates for additional details (e.g. no show, half day rate, block day rate, etc.).
10. Related Services Billing- refer to Program Descriptors and Service Request Form for details.
11. Deaf and Hard of Hearing (Itinerant and CST Services) Billing- refer to the Service Request for details.
12. Bridge Extension Billing- refer to the Service Request for details.

**Responsibilities of the School District:**

1. The School District shall make available to the ESU all records and information relevant to the School District and relevant to students for whom the Professional Services are being rendered, including IEPs for individual service requests.
2. The School District will provide adequate facilities and technology for Professional Services to be performed on the School District premises, such as computer, internet access, and fax access.
3. All block bill services require the School District to provide testing materials to the evaluator providing service as part of a block bill. When test materials are not provided for block services, an ESU lending fee of \$25/day per test kit, and a \$15 protocol fee per assessment, will be billed to the School District.





**Destination Charge:**

A destination charge for services will be rendered for sites outside of Burlington County, NJ. For non-Burlington County School Districts, the charge will be calculated in units of time from 20 Pioneer Boulevard, Westampton Township, Burlington County, NJ to the out of county site where services are rendered. The round trip calculation will be based on the time spent to the destination site and return times, at the rate listed on the Professional Services Agreement for the specific discipline. The destination charge is in addition to the out of county rate for the service. For Burlington County districts, the destination charge will apply as described above for all sites 35 miles or greater from the Westampton address. The destination charge is in addition to the out of county rate for the service. NJ State Agencies are excluded from the destination charge.

**Covenant Not to Compete:**

The parties agree that staff members placed by the Unit are not to be recruited and/or offered employment for a period of one year from the date of placement in an assigned district. Both parties to this agreement acknowledge that this expectation represents good business practices between the Unit and the School District.

**Unanticipated Delayed Openings, and/or Early Dismissal:**

In the event of a delayed opening and/or early dismissal as a result of an extraordinary event (e.g. weather related conditions), all block bill full and half days will be charged at the established block rate. This also applies to D/HH Bridge Extension.

**Additional Understandings:**

- A. This Agreement shall be effective as of the later date of party execution.
- B. Both parties will promote a coordinated effort by mutual periodic evaluation of the program.
- C. This Agreement may be amended only by the written consent of both parties. This Agreement may be terminated at any time, for any reason, by either party, upon a sixty (60) day advance written notice to the other party.

**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT****ATTEST**

By: \_\_\_\_\_  
President, Board of Education  
**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**BCSSSD**

By: \_\_\_\_\_  
Robert Silcox, President, Board of Education  
Burlington County Special Services School District

\_\_\_\_\_  
Board Secretary  
Theresa L. Margiotta

Date: \_\_\_\_\_



**AGREEMENT for NONPUBLIC CHAPTERS 192/193**  
**Between**  
**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT**  
**And**  
**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

This agreement is made and entered into by the **CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**, (hereinafter referred to as the **SCHOOL DISTRICT**) and the Burlington County Special Services School District/The Educational Services Unit (hereinafter referred to as **ESU**) for the 2018-2019 school year.

The ESU shall provide Nonpublic School Chapters 192/193 Services pursuant to the requirements of the New Jersey Nonpublic School Chapters 192/193 on behalf of the Board. The services shall be limited to those permitted under the law and pertinent regulations.

**I. Responsibilities of the Educational Services Unit of Burlington County**

- A. The ESU will agree to provide diagnostic, educational, consultative and other auxiliary services to nonpublic schools in the **SCHOOL DISTRICT**. This service shall include:

**CHAPTER 192**

1. Compensatory Education
2. English as a Second Language (ESL)
3. Home Instruction

**CHAPTER 193**

1. Examination and Classification
2. Supplementary Instruction
3. Corrective Speech Services

- B. Such services shall be rendered pursuant to and in accordance with N.J.S.A. 18A:46A-1 et seq., and all rules and regulations promulgated thereunder by State Board of Education and the Commissioner of Education.
- C. The ESU will insure that all of its staff are fully certified under State law to perform the services rendered to students.
- D. The ESU will maintain services, records, and reports in accordance with all current school regulations in force during the period of this agreement.
- E. Minimum levels of service are as follows:
- Thirty (30) minutes per week of compensatory education per designated 407-1 subject
  - Forty (40) minutes per week of ESL instruction
  - Ninety minutes (90) per month of speech services
  - Thirty (30) minutes per week of supplementary instruction
- F. The ESU will provide the **SCHOOL DISTRICT** with a monthly record of services.
- G. Upon request, the ESU shall provide to the **SCHOOL DISTRICT** all available records and information relevant to the student for the purposes of the services being rendered.
- H. The 407-1s will be forwarded to the **SCHOOL DISTRICT** by the ESU for the Chief School Administrator's signature or that of his/her designee.

**II. Responsibilities of the SCHOOL DISTRICT**

- A. The **SCHOOL DISTRICT** will arrange with the ESU and the Nonpublic School adequate facilities for services to be performed on the nonpublic school premises.



- B. The SCHOOL DISTRICT shall pay to the ESU the rates per service as set forth by the New Jersey Department of Education for the current school year. Payment will be based on ESU monthly billing for services rendered.
- C. The SCHOOL DISTRICT will conduct the required NJDOE consultation with each nonpublic school in their district. They will invite ESU to participate and/or share the consultation documents related to the services agreed upon between the SCHOOL DISTRICT and CHAP the nonpublic school administrator.
- D. The ESU's administrative fee of six percent (6%) as determined by the New Jersey Department of Education for Chapters 192/193 is considered in the rates per service.
- E. The SCHOOL DISTRICT may utilize any or all services listed above.

**III. Regulations of the Agreement**

- A. The Agreement shall be effective as of the latter date of Party execution.
- B. Both parties will promote a coordinated effort by having a mutual periodic review of the program.
- C. This agreement may be amended only by the written consent of both parties. This Agreement may be terminated at any time, for any reason, by either party, upon a ninety-day (90) advance written notice to the other party.

**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

**ATTEST**

By: \_\_\_\_\_  
 President, Board of Education  
 CHESTERFIELD TOWNSHIP SCHOOL DISTRICT

\_\_\_\_\_  
 Board Secretary

Date: \_\_\_\_\_

**EDUCATIONAL SERVICES UNIT**

By: \_\_\_\_\_  
 Robert Silcox, President, Board of Education  
 BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT

\_\_\_\_\_  
 Board Secretary  
 Theresa L. Margiotta

Date: \_\_\_\_\_



**AGREEMENT FOR INDIVIDUALS WITH DISABILITIES EDUCATION ACT  
(IDEA)/NONPUBLIC GRANT**

**Between  
THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
And  
CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

This agreement is made and entered into by the **CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**, (hereinafter referred to as the **SCHOOL DISTRICT**) and the Burlington County Special Services School District/The Educational Services Unit (hereinafter referred to as **ESU**) for the 2018-2019 school year.

The ESU will provide IDEA services pursuant to the SCHOOL DISTRICT'S IDEA grant which specifies the services to be provided to eligible nonpublic students. The ESU is the service provider for the SCHOOL DISTRICT.

Rates for all nonpublic program services rendered by the ESU are as follows:

<b>SERVICE</b>	<b>HOURLY RATE</b>
Supplemental Instruction	\$66.00
In-Class Support	\$66.00
Extended Testing Sessions	\$66.00
Counseling Services	\$78.00
Related Services (OT/SP/PT)	\$88.00
Teacher of Deaf	\$106.00
Assistive Technology	\$93.00
Reading Specialist	\$73.00
Transition Instruction	\$66.00

The services specified above are inclusive of professional tasks related to the designated service. A minimum one hour billing charge for a single service discipline in one physical location will apply. When applicable, ESU will group students to ensure cost effectiveness. All services not specified above will be charged the Professional Services Agreement rate in effect between the SCHOOL DISTRICT and the ESU. All services will be reflected in the student Individual Services Plan (ISP) and reflect the appropriate funding source. If there is a change to the funding source, the SCHOOL DISTRICT will notify the ESU. A notice approved by the SCHOOL DISTRICT will be sent to the parent/guardian(s) as appropriate.

If ESU is unable to provide a designated service, the ESU will notify the SCHOOL DISTRICT. The SCHOOL DISTRICT will contract for the service separate from this Agreement.

The ESU will submit to the SCHOOL DISTRICT and/or the nonpublic school administrator a list of items to be purchased. ESU will confer with the nonpublic school administrator regarding purchases to ensure that the ISP(s) supports the purchase. The SCHOOL DISTRICT will purchase all instructional materials and supplies and have the items delivered to the ESU for distribution to the nonpublic school or directly to the nonpublic school with instructions for labelling the items.

The ESU will invoice the SCHOOL DISTRICT for all identified IDEA services noted in the students ISPs on a monthly basis. The invoice detail will identify the student, service type, and total service time of all service rendered.



Services will be provided per the direction of the SCHOOL DISTRICT as a result of consultation with the nonpublic school administrator(s) regarding service type and location. Services to be provided will be within the parameters of the law and the limitation of funding. SCHOOL DISTRICT will invite the ESU nonpublic representative to the consultation meeting(s).

It is understood that the ESU will provide services to all of the eligible nonpublic schools within the borders of the SCHOOL DISTRICT. Services are to be provided to students classified as Eligible for Special Education and Related Services and Eligible for Speech Language Services only. Services will be identified in the student's Individual Services Plan (ISP).

The ESU will ensure that all of its staff members are fully certified under State law to perform the services rendered to students.

The ESU will maintain student records and reports in accordance with all current school regulations during the course of this agreement.

This agreement shall be effective as of the latter date of Party execution.

Both parties will promote a coordinated effort by having a mutual periodic review of the program.

This agreement may be amended only by written consent of both parties. This Agreement may be terminated at any time, for any reason, by either party, upon a ninety-day (90) advance written notice to the other party.

**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

**ATTEST**

By: \_\_\_\_\_  
President, Board of Education  
CHESTERFIELD TOWNSHIP SCHOOL DISTRICT

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EDUCATIONAL SERVICES UNIT**

By: \_\_\_\_\_  
Robert Silcox, President, Board of Education  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT

\_\_\_\_\_  
Board Secretary  
Theresa L. Margiotta

Date: \_\_\_\_\_



**AGREEMENT for NONPUBLIC SCHOOL HEALTH SERVICES**  
**Between**  
**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT**  
**And**  
**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

This agreement is made and entered into by the **CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**, (hereinafter referred to as the **SCHOOL DISTRICT**) and the Burlington County Special Services School District/The Educational Services Unit (hereinafter referred to as **ESU**) for the 2018-2019 school year.

The ESU will provide Nonpublic School Nursing Services pursuant to the requirements of the New Jersey Nonpublic School Nursing Law, PL1991, Chapter 226, on behalf of the Board. The services shall be limited to those permitted under the law and pertinent regulations.

The SCHOOL DISTRICT agrees to pay the ESU the full amount of State Aid in support of the New Jersey Nonpublic Nursing Law, PL1991, Chapter 226. The following payment schedule is hereby agreed to: 100% of State Aid by September 30, 2018. No other funding is due the ESU in order to operate this program. The ESU's Administrative Fee is six percent (6%) of the full amount of State Aid.

It is understood that the ESU will provide services to all of the eligible nonpublic schools within the borders of the SCHOOL DISTRICT. The rate for the Registered Nurse will be \$41.00 per hour.

The ESU will assist with preparing any required financial report for requested by the SCHOOL DISTRICT for these services. The SCHOOL DISTRICT will promptly forward copies of funding statements and other pertinent documents required under the New Jersey Nonpublic Nursing Law, PL1991, Chapter 226, to the ESU.

The SCHOOL DISTRICT will conduct the required NJDOE consultation with each nonpublic school in their district. They will invite ESU to participate and/or share the consultation documents related to the services agreed upon between the SCHOOL DISTRICT and the nonpublic school administrator.

The ESU will complete and send to the SCHOOL DISTRICT the required NJDOE forms applicable to administering the grant.

In the event the SCHOOL DISTRICT shall no longer be eligible for funding pursuant to the New Jersey Nonpublic Nursing Law, PL1991, Chapter 226, or such funding is terminated, this agreement will terminate upon a thirty (30) day prior written notice.

This agreement shall be effective as of the latter date of Party execution. Both parties will promote a coordinated effort by having a mutual periodic review of the program.

This agreement may be amended only by the written consent of both parties. This Agreement may be terminated at any time, for any reason, by either party, upon a ninety-day (90) advance written notice to the other party.

**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

**ATTEST**

By: \_\_\_\_\_  
President, Board of Education  
**CHESTERFIELD TOWNSHIP SCHOOL DISTRICT**

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**EDUCATIONAL SERVICES UNIT**

By: \_\_\_\_\_  
Robert Silcox, President, Board of Education  
**BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

\_\_\_\_\_  
Board Secretary  
Theresa L. Margiotta

Date: \_\_\_\_\_

