

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive
Bridgewater, New Jersey 08807

Regular Meeting
January 27, 2025

- I. Call to Order
- II. Swearing in/Oath of Office – Lily Wong
- III. Roll Call of Members

Gregory Lalevee, President
Adam Beder, Vice President
Matthew Loper
Lily Wong
Roger Jinks

Also Present:

Robert Presuto, Superintendent of Schools
Raelene Sipple, School Business Administrator/Board Secretary
Hector Montes, High School Principal
Douglas Singleterry, Somerset County Commissioner Liaison
Others:

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in The Courier News on January 12, 2025.

Pledge of Allegiance

- IV. Approval of Minutes of the Regular Meeting and Executive Session held on December 16, 2024.
 - A. Corrections

On motion of _____, seconded by _____, the minutes of the Regular Meeting and Executive Session held on December 16, 2024 were approved.

- V. Correspondence
- VI. Presentations/Recognitions
 - A. Presentation of Student of the Month – Jonathan Klimuc, Electrical Construction, Grade 9
 - B. Announcement – SCVTHS’ Governor’s Educators of the Year
 - 1. Joseph Alfieri (Teacher of the Year)
 - 2. Karen Winfield (Educational Services Professional of the Year)
 - C. Announcement – SCVTHS’ Support Person of the Year – Karen Morlock
- VII. Old or Unfinished Business
 - A. Construction Projects
- VIII. Committee Reports
 - Board of School Estimate – Mr. Lalevee, Mr. Beder
 - NJSBA (Delegate) – Ms. Wong
 - SCESC (Representative) – Mr. Lalevee; (Alternate) – Mr. Loper
 - SCJIF – (Commissioner) – Ms. Sipple; (Alternate) – Mr. Beder
 - SSRHIF – (Commissioner) – Mr. Beder; (Alternate) – Ms. Sipple
- IX. School Communications Report
- X. Open to the Public – Action Items Only

Individuals and/or groups are invited to present their comments regarding the following action items to the Board of Education at this time. In accordance with Board policy, members of the public are allotted one opportunity to address the Board for a maximum of three (3) minutes during this period of the meeting.

Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

XI. Superintendent’s Report

A. Employment of Full-Time Personnel – 2024-25 School Year

The Superintendent recommends that the Board of Education appoint Ms. Edenes Nunez to the position of Administrative Secretary (UPC #SEC-HS-SCHS-FL-04/SEC-BO-MNT-NA-01) at a salary of \$47,590.00 (prorated), Step C1 (Support Staff), effective February 3, 2025. (11-000-221-105-04-0000/11-000-261-100-02-0000)

The Superintendent recommends that the Board of Education appoint Ms. Taylor Ricks to the position of Security Officer (10-month) (UPC #GUA-BO-SECG-NA-01) at a salary of \$41,200.00 (prorated), effective January 28, 2025. (11-000-266-100-02-0000)

B. Lateral Move - 2024-25 School Year

The Superintendent recommends that the Board of Education approve Ms. Alyssa Egner’s request for a lateral move from Step 5-6/A to Step 5-6/B on the salary guide in the amount of \$68,040.00, effective February 1, 2025.

The Superintendent recommends that the Board of Education approve Ms. Marlene Perchinske’s request for a lateral move from Step 11-12/C to Step 11-12/D on the salary guide in the amount of \$77,275.00 (masters stipend added to base), effective February 1, 2025.

C. Salary Adjustments – 2024-25 School Year

The Superintendent recommends that the Board of Education approve the following salary adjustments for the 2024-25 school year:

| Name | 2024-25 Base Salary | Masters Stipend | Add'l Assignments per Week | % Rate | Amount | 2024-25 Total Salary |
|---|---------------------|-----------------|----------------------------|---------|--------------|----------------------|
| Maura Gillooly (3rd qtr. 1/27/25-4/4/25) | \$ 74,770.00 | \$ 725.00 | 6 | 17.136% | \$ 12,812.59 | \$ 88,307.59 |
| Rachel Kinlan (3rd qtr. 1/27/25-4/4/25) | \$ 76,030.00 | | 5 | 14.28% | \$ 10,857.08 | \$ 86,887.08 |
| John O'Neill (3rd qtr. 1/27/25-4/4/25) | \$ 88,915.00 | \$ 725.00 | 6 | 17.136% | \$ 15,236.47 | \$ 104,876.47 |
| Matthew Poznanski (3rd qtr. 1/27/25-4/4/25) | \$ 76,290.00 | | 6 | 17.136% | \$ 13,073.05 | \$ 89,363.05 |

D. Extra-Curricular Appointments – 2024-25 School Year

The Superintendent recommends that the Board of Education approve the following for extra-curricular activities for the 2024-25 school year as follows:

Alyssa Egner Newspaper Advisor \$1,751.20 (prorated amount reflects 2/3rds)

E. School Business/Professional Development Travel

The Superintendent recommends that the Board of Education approve requests for district staff and Board of Education members to attend school business and professional development travel as they appear on Addendum #1.

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Lalevee, Mr. Beder, Mr. Loper, Ms. Wong, Mr. Jinks.

F. Field Trips

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

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Name, Yes, No. Rows include Mr. Lalevee, Mr. Beder, Mr. Loper, Ms. Wong, Mr. Jinks.

G. Internship Experiences

The Superintendent recommends that the Board of Education approve internship experiences as follows:

Raritan Valley Community College
Rachel Hoffman (Undergraduate – Human Services)
Christopher Lemongelli – On-site Supervisor
Spring 2024 Semester (80 hours)

Rutgers, The State University
Graduate School of Education
Hamna Khalid
Erik Fargo – Cooperating Teacher, AgScience
Spring Semester 2025 – Clinical Practice (Approx. 175 hours)

Motion_____ Second_____
Discussion
Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

H. Home Instruction

The Superintendent recommends that the Board of Education provide home instruction to student ID# 999006675 for approximately four (4) weeks. Instruction to be provided for a maximum of ten (10) hours per week.

The Superintendent recommends that the Board of Education approve the contract with Silvergate Prep, Bridgewater, NJ to provide bedside instruction at \$50.00/hr.

Motion_____ Second_____

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

I. Employee Assistance Program

The Superintendent recommends that the Board of Education renew its agreement with Charles Nechtem Associates, Inc. to provide short-term counseling services for the employees of Somerset County Vocational & Technical Schools, effective February 1, 2025 through January 31, 2026.

Motion_____ Second_____

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

J. NJQSAC Equivalency Application – Instruction & Program

The Superintendent recommends that the Board of Education approve the New Jersey Department of Education Equivalency Application for the 2024-25 school year.

Motion_____ Second_____

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

K. Board Policies and Regulations – First Reading

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

- 2365 – Acceptable Use of Generative Artificial Intelligence (AI)
- R5516 – Use of Electronic Communication Devices
- 9163 – Spectator Code of Conduct for Interscholastic Events

L. Revised Board Policies and Regulations – First Reading

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

- 5460 – High School Graduation
- 5512 – Harassment, Intimidation, or Bullying
- 5533/R5533 – Student Smoking
- 5710 – Student Grievance
- 7441/R7441 – Electronic Surveillance In School Buildings and On School Grounds
- 8500 – Food Services
- 9320/R9320 – Cooperation with Law Enforcement Agencies

M. Rewritten Board Policies

The Superintendent recommends that the Board of Education approve rewritten policies at this first reading as they appear on Addendum #5.

- 5516 – Use of Electronic Communication Devices
- 5701 – Academic Integrity (formerly Plagiarism)

Motion _____ Second _____
 Discussion
 Call the Roll

| | | |
|------------------|------------|-----------|
| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

N. Resolution – 2024-25/1-A – School Board Recognition Month in New Jersey

The Superintendent recommends that the Board of Education adopt Resolution 2024-25/1-A as it appears on Addendum #6.

Motion _____ Second _____
 Discussion
 Call the Roll

| | | |
|------------------|------------|-----------|
| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

O. Superintendent’s Update

- HIB Report – New cases submitted for January Review – 0; HIB Cases Submitted Month Prior for Board Decision in January – 0; Total YTD Reports Submitted for Review - 6

- Student Suspension Report

| Incident Number | Grade | Out of School/In School Suspension | Total # Days | Suspension Dates | Reason |
|-----------------|-------|------------------------------------|--------------|--------------------------|------------|
| 1220201699 | 11 | Out | 3 | 1/9/25, 1/10/25, 1/13/25 | Misconduct |

- Student Enrollment Report

| Enrollment Report - January 13, 2025 | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Totals |
|--------------------------------------|---------|----------|----------|----------|--------|
| Full-Time Students Enrolled | 71 | 96 | 86 | 77 | 330 |
| Shared-Time Students Enrolled | 107 | 108 | 79 | 64 | 358 |
| Totals | 178 | 204 | 165 | 141 | 688 |

- SSDS (NJDOE Student Safety Data System) Report Period 1 (9/1/24-12/31/24) – H. Montes

| School | Submission Status | Other Incidents Leading to Removal | Restraint/Seclusion Incidents | HIB Alleged | HIB Trainings | HIB Programs | |
|--|-------------------|------------------------------------|-------------------------------|-------------|---------------|--------------|---|
| 070-Somerset County Vocational Technical High School | RP1 Submitted | 4 | 3 | 0 | 2 | 6 | 1 |

- National Career & Technical Education Month – February – R. Carrig

P. Submission of Bills

It is recommended the Board of Education approve the bills list for January 27, 2025 which is included in the Board packet and will be attached to the regular meeting minutes.

Motion_____ Second_____

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

XII. Report of the School Business Administrator/Board Secretary

A. Board Secretary Report/Cash Report

It is recommended the Board of Education adopt the monthly financial statement reports for the School Business Administrator/Board Secretary and the Cash Report for the month of December 2024, after review of the secretary’s monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Addendum #7)

Motion_____ Second_____

Discussion

Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

B. Change Orders – New CTE Building and Gymnasium

It is recommended the Board of Education approve the following change orders:

Change Order No. 3

No Change \$0.00 – General Allowance. This change order has a zero balance effect on the contract amount as it is being deducted from the allowance balance. (MEAM Lab Data additional conduits, motorized shade power, re-feed existing site lighting, gas line relocation, gym vacancy switch, revised utility plan per PSEG)

| | |
|-------------------------|-----------------|
| Current Contract Amount | \$21,720,000.00 |
| Change Order #3 | <u>\$0.00</u> |
| Revised Contract Amount | \$21,720,000.00 |

Change Order No. 4

No Change \$0.00 – This change order has a zero balance effect on the contract amount. The contractor shall provide all labor, material and equipment necessary to make changes in the contract: extension of time based on Schedule update 05 which changes the substantial completion date to June 16, 2025.

| | |
|-------------------------|-----------------|
| Current Contract Amount | \$21,720,000.00 |
| Change Order #4 | <u>\$0.00</u> |
| Revised Contract Amount | \$21,720,000.00 |

Motion_____ Second_____
Discussion
Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

C. Budget Transfers – December 2024

It is recommended the Board of Education approve the December 2024 budget transfers for the 2024-25 school year as they appear on Addendum #8.

Motion_____ Second_____
Discussion
Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

D. Metro Special Inspections, Inc. Contract

It is recommended the Board of Education approve an increase to the Metro Special Inspections, Inc. contract to provide special inspections for the New CTE Building and Gymnasium from \$80,000.00 to \$105,000.00.

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Lalevee, Mr. Beder, Mr. Loper, Ms. Wong, Mr. Jinks.

E. Receipt of Bid – Police Officer Training Simulator

It is recommended the Board of Education receive the following bid for the purchase of a Police Officer Training Simulator.

Table with 2 columns: Vendor, Total Cost. Row: VirTra, \$91,968.44

F. Reject Bid – Police Officer Training Simulator

It is recommended the Board of Education reject the following bid received for the purchase of a Police Officer Training Simulator as it exceeds the budgeted amount.

Table with 2 columns: Vendor, Total Cost. Row: VirTra, \$91,968.44

Motion_____ Second_____
Discussion
Call the Roll

Table with 3 columns: Roll Call, Yes, No. Rows include Mr. Lalevee, Mr. Beder, Mr. Loper, Ms. Wong, Mr. Jinks.

G. PEPPM – Cooperative Purchasing Program

It is recommended the Board of Education approve participation in the PEPPM National Cooperative Purchasing Program to purchase HVAC Program Learning Systems.

Motion_____ Second_____
Discussion
Call the Roll

| <u>Roll Call</u> | <u>Yes</u> | <u>No</u> |
|------------------|------------|-----------|
| Mr. Lalevee | ___ | ___ |
| Mr. Beder | ___ | ___ |
| Mr. Loper | ___ | ___ |
| Ms. Wong | ___ | ___ |
| Mr. Jinks | ___ | ___ |

XIII. New Business –

XIV. Next Meeting

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

February 24, 2025
 5:00 P.M.
 Somerset County Vocational & Technical Schools
 14 Vogt Drive
 Bridgewater, New Jersey 08807

XV. Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

XVI. Resolution

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

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

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

| DATE(S) | PARTICIPANTS | REG. FEE | EXPENSES | WORKSHOP DESCRIPTION | LOCATION |
|------------------------|---------------------|----------|------------------------------------|--|---------------|
| February 27, 2025 | Selma Hannan | \$295.00 | \$0 | Strengthening Your Students' Math Learning | Virtual |
| March 23, 24, 25, 2025 | Mark Mastrobattista | \$25.00 | \$104.91/mileage \$115.80 ferry | NY Restaurant Show | New York, NY |
| March 25, 2025 | Kristen McNeerney | \$325.00 | \$30.36/mileage | What's New in Young Adult Literature | Fairfield, NJ |
| March 27, 2025 | Michelle Fresco | \$145.00 | \$18.80/mileage | NJASBO Purchasing | Whippany, NJ |
| May 1, 2025 | Rachel Miller | \$295.00 | \$0 | What's New in Young Adult Literature | Virtual |
| May 20, 2025 | Michelle Fresco | \$145.00 | \$18.80/mileage | NJASBO Administrative Assistants Program | Whippany, NJ |

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January 2025

FIELD TRIPS

| <u>CTE Program/Other</u> | <u>Location</u> | <u>Cost Per Student/Paid by</u> | <u>Transportation Provided/Paid by</u> |
|--------------------------|---|---------------------------------|--|
| TEEEM Club | Fairleigh Dickenson University Madison, NJ | \$0.00 | District |
| Dance | Union City High School Union City, NJ | \$0.00 | District |
| Seniors | RVCC Event Center Branchburg, NJ | \$0.00 | District |
| YTTW Students | Operating Engineers Dayton, NJ | \$0.00 | District |

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POLICY GUIDE

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Acceptable Use of Generative
Artificial Intelligence (AI)
Dec 24

[See POLICY ALERT No. 234]

2365 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, “AI” means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, “AI tools” means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, “assignment” means any task or work required of a student as part of a student’s educational and co-curriculum program in the district.

The Board recognizes the potential of AI tools to enhance and transform a student’s educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, to ensure the responsible use of AI and to maintain academic integrity, students shall be required to comply with the district’s Acceptable Use of Generative Artificial Intelligence Plan (AI Plan) that will include proper citation and/or documentation methods to support the content provided by an AI tool in a student assignment.

The Superintendent or designee may designate an AI Coordinator to oversee the use of all AI tools in the district and may designate additional AI Coordinators and/or committees to monitor the use of all AI tools within the district.

The Superintendent or designee, in consultation with district staff and AI Coordinator(s), shall develop the district’s AI Plan.



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Acceptable Use of Generative
Artificial Intelligence (AI)

[Select the options below to be included in the district's locally developed AI Plan:

The district's AI Plan will include details addressing the following issues:

1. A list of the schools, departments, and/or grade level(s) in the district where a staff member is authorized to permit student use of AI in assignments;
2. An explanation on when, how, and to what extent a staff member may permit a student to use AI in assignments;
3. A procedure that requires each staff member authorized to permit students to use AI in assignments to inform the students at the time of the assignment the conditions in which AI may be used;
4. A procedure for the Superintendent or designee and the AI Coordinator(s) in the district to approve and review the use of AI tools and a process to ensure strategies will be implemented in the district to address any issues regarding student use of AI in assignments. This may include, but not be limited to, areas such as academic integrity, bias, inaccuracy/misinformation, copyright/licensing unknowns, privacy violations, and equity of access;
5. A procedure to inform parents and receive parental consent in the beginning of each school year for the student to be permitted to use AI for assignments in accordance with this Policy and the district's AI Plan;
6. A list of prohibited uses of AI that violate this Policy or the district's Code of Student Conduct, which may include any use of AI which does not align with the conditions set when the assignment was provided to the student; using AI to complete an assignment in a way that falsely represents the assignment as the student's own; using AI to purposefully create misinformation or to misrepresent others with the intent of harming, bullying, or intimidating an individual(s); using AI with confidential student or staff personal information; and other prohibited behaviors and/or conduct listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/ Computers and Resources;



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Acceptable Use of Generative
Artificial Intelligence (AI)

- ✓ 7. A list of consequences if a student violates any provision of this Policy or AI Plan which may include, but not be limited to, the consequences listed in Policy and Regulation 2361 – Acceptable Use of Computer Networks/Computers and Resources or Policy and Regulation 5600 – Student Discipline/Code of Conduct;
- ✓ 8. A procedure where the AI Coordinator(s) in the district, supervisors, administrative staff members, and other staff members review the procedures used in determining the activities where AI may be permitted to be used by students to ensure staff members are implementing AI procedures in accordance with this Policy and the district's AI Plan;
- ✓ 9. An approved list of AI platforms that may be used by students in assignments;
- ✓ 10. A procedure to be used by a staff member to address suspected plagiarism or academic dishonesty using AI in a student's assignment in accordance with the provisions of Policy 5701;
- ✓ 11. A procedure to ensure a student accused of any alleged violation of the provisions of this Policy or the district's AI Plan is provided appropriate due process before making a final determination on the student's conduct in accordance with the provisions of Policy and Regulation 5600 – Student Discipline/Code of Conduct;
- ✓ 12. The method(s) or format(s) to be used by students on how to cite or document content generated from any AI platform that is used in an assignment.

13. _____

14. _____



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Acceptable Use of Generative
Artificial Intelligence (AI)

The district's AI Plan will be reviewed and/or revised as needed.

In the event the Superintendent determines a provision(s) of this Policy or the district's AI Plan becomes inapplicable, inappropriate, undesirable, and/or irrelevant for any reason in the school setting, the Superintendent may revise or suspend a provision(s) of this Policy or the district's AI Plan. In such case, the Superintendent will report to the Board the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions.

Adopted:



REGULATION GUIDE

STUDENTS

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Use of Electronic Communication Devices

Dec 24

[See POLICY ALERT No. 234]

R 5516 USE OF ELECTRONIC COMMUNICATION DEVICES

The following provisions govern student use of electronic communication devices on school grounds.

A. Use of Electronic Communication Devices

Optional – Choose one of the following options below

1. [Students are prohibited from using an electronic communication device anywhere on school grounds during the school day to include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.]

1. [Students are permitted to use an electronic communication device during the school day

at lunch time;

at recess;

at times approved by the teacher for instructional purposes;

on a school bus at times designated by the Principal or designee; and

during passing time between classes; and

2.
3. 2.

For all permitted times the use of only one ear bud at a time is acceptable.
Under no circumstances is a student permitted to use an electronic communication device to communicate or take videos or photographs in a restroom, locker room, shower area, or any other area where any person is removing or changing cloths and/or in any other area or location where a person has a reasonable expectation of privacy. Student use of an electronic communication device for communicating or recording is also subject to the provisions of Policy 5516 and this Regulation.



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Use of Electronic Communication Devices

4.3.

Students are encouraged not to bring electronic communication devices to school. If a student chooses to bring an electronic communication device(s) to school, the device(s) shall be turned off by the student and passcode protected to prevent any unauthorized use of the device. The electronic communication device shall remain in the student's backpack/book bag or locker during the school day when its use is not authorized in accordance with Policy 5516 and this Regulation.

[Optional

✓ A classroom or other instructional space may have a designated location where students are required to turn off, ensure the electronic communication device is passcode protected, and store the electronic communication device until the student leaves the classroom or other instructional space.]

5.A.

If a student brings an electronic communication device to school, the student assumes the risk of damage, theft, or loss of the electronic communication device. The school district is not responsible for lost, stolen, or damaged devices.

6.d.

If a student needs to be in contact with their parent(s) during a time the student is not permitted to use an electronic device, the student shall request permission from a teaching staff member to go to the main office to use the school phone. If a parent(s) needs to be in contact with their student for an emergency, the parent(s) shall contact the main office.

B. Discipline

1. First Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.



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STUDENTS

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Use of Electronic Communication Devices

- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.
- c. The student will be able to pick up the electronic communication device in the Principal or designee's office at the end of the academic school day.
- d. The student will have the electronic communication device returned upon signing an acknowledgment of their first offense violation of Policy 5516 and this Regulation.
- e. The following discipline will be imposed on a student for a first offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

[Handwritten signature]

(2) Middle and High School Student

*Student receives 1 afterschool
or Saturday detention*

2. Second Offense in a School Year

- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.



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Use of Electronic Communication Devices

- is held until the end of the following school day.*
- c. The electronic communication device ~~must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.~~
- ~~d. If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pick up the electronic communication device before the end of the next or any subsequent school day.~~
- e. ~~The parent shall be required to sign for receipt of the electronic communication device with notice provided of a second offense in a school year for their child.~~ *student will have the electronic communication device returned upon signing an acknowledgment of their second offense violation of Policy 5516 and this Regulation.*
- f. The following discipline will be imposed on a student for a second offense of the provisions in Policy 5516 and this Regulation:
- (1) ~~Elementary School Student~~
- (2) ~~Middle and High School Student~~ *student receives two afterschool or Saturday detentions*
3. Third Offense in a School Year
- a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.
- b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.



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c. The electronic communication device ~~must be picked up at the Principal or designee's office by a parent no sooner than the end of the current, academic school day.~~ *will be held in the Principal or designee's office and will be returned after a parent meeting is held.*

d. ~~If the parent cannot pick up the electronic communication device by the end of the academic school day, the parent may pickup the electronic communication device before the end of the next or any subsequent school day.~~

d.e. The parent shall be required to sign for receipt of the electronic communication device with notice provided of a third offense in a school year for their child.

f. The following discipline will be imposed on a student for a third offense of the provisions in Policy 5516 and this Regulation:

(1) Elementary School Student

(2) Middle and High School Student

Student is required to be placed on a behavior contract and receives two Saturday detentions.

4. Fourth Offense in a School Year

a. The electronic communication device shall be taken from the student by the school staff member and turned in to the Principal or designee's office for the remainder of the academic school day.

b. The student shall turn off the electronic communication device and ensure it is passcode protected before turning it in to a school staff member.



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- c. The electronic communication device *will be held in the* must be picked up at the Principal or designee's office *and will be returned after a parent meeting is held* ~~by a parent no sooner than the end of the current, academic school day.~~
- d. If the parent cannot pick up the electronic communication device by the end of the academic school day, ~~the parent may pick up the electronic communication device before the end of the next or any subsequent school day.~~
- de.* The parent shall be required to sign for receipt of the electronic communication device with notice provided of a fourth offense in a school year for their child.

- f. The following discipline will be imposed on a student for a fourth offense of the provisions in Policy 5516 and this Regulation:

(1) ~~Elementary School Student~~

(2) ~~Middle and High School Student~~

Student suspension

[Optional]

5. A student who violates the provisions of Policy 5516 and this Regulation more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an electronic communication device on school grounds during the school day or while participating in school district programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intra-murals and interscholastic games and practices.



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- a. The following discipline will be imposed on a student for bringing their electronic communication device to school after being prohibited to have their electronic communication device on school grounds:

(1) Elementary School Student

(2) Middle and High School Student

Possible return to distract

Issued:



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[See POLICY ALERT No. 234]

9163 SPECTATOR CODE OF CONDUCT FOR INTERSCHOLASTIC EVENTS

The Board of Education promotes a physically and emotionally safe and healthy playing environment at interscholastic events and insists good sportsmanship be exhibited at all times by student athletes, coaches, officials, and spectators at such events.

The New Jersey State Interscholastic Athletic Association (NJSIAA) requires the Board to establish policies and procedures relating to sportsmanship and to identify responsibilities of administrators, coaches, and students to ensure their observance. The NJSIAA requires the Board to adopt a Spectator Code of Conduct Policy for all spectators attending an interscholastic event.

The district's high school(s) is a member school of the NJSIAA. The NJSIAA and the Board require high standards of courtesy, fair play, and sportsmanship be featured at school district and NJSIAA interscholastic events. Unsportsmanlike conduct by a person at an event shall subject the individual to disciplinary action.

For the purpose of this Policy, a "home event" shall mean any event occurring in the school district's buildings or on school grounds.

For the purpose of this Policy, "school grounds" also includes other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of the land.

1. Unsportsmanlike conduct includes, but is not limited to, actions of a fan or spectator who:
 - a. Strikes or physically abuses an official, opposing coach, player, spectator, school staff member, or school security;
 - b. Intentionally incites participants or spectators to violent or abusive action;



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- c. Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, spectators, school staff members, or school security; or
 - d. Engages in harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic event.
2. The Board prohibits unsportsmanlike conduct or actions by a spectator, which include, but are not limited to:
- a. The use of profanity, threatening comments, or biased language before, during, or after an interscholastic event;
 - b. Verbal harassment of an official or participant (i.e., coaches or players from any participating school) by using names or uniform numbers;
 - c. Entering the field of play before, during, or after an interscholastic event;
 - d. Having a physical altercation with an official, coach, player, school staff, school security, or spectator before, during, or after an interscholastic event;
 - e. The use of artificial noisemakers or other instruments intended to disrupt the interscholastic event or distract the participants during an interscholastic event; or
 - f. Any additional unsportsmanlike conduct or actions determined by the Principal or designee to be unsportsmanlike conduct or action.
 - g. If the unsportsmanlike conduct involves a potential criminal act, the Principal or designee shall immediately contact law enforcement.



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3. Disciplinary Framework

- a. If the Principal or designee determines a person's conduct or actions are prohibited by this Policy, the person will be subjected to the following disciplinary actions:
- (1) Immediate removal from the interscholastic event and school grounds;
 - (2) First Offense (365-day calendar starts)
 - (a) Suspension from attending the next 2 home event(s) for the activity from which the person was immediately removed from school grounds.
 - (3) Second offense occurring within 365-day calendar days of the first offense
 - (a) Suspension from attending the next 4 home event(s) for the activity from which the person was immediately removed from school grounds.
 - (4) Third offense occurring within 365-day calendar days of the first offense or beyond
 - (a) Suspension from attending the next 6 home event(s) for the activity from which the person was immediately removed from school grounds.
 - (5) The Superintendent or designee upon consultation with the Principal or designee may increase the disciplinary actions outlined in this Policy, depending on the severity of the offense.



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- b. If it is determined by the Principal or designee that a person exhibited unsportsmanlike conduct at a home interscholastic athletic event, but was not immediately removed from the interscholastic event or from school grounds at the time of the prohibited conduct, the person shall be subject to the disciplinary actions outlined in this Policy.

[Districts may choose one or more of the following options.]

Option 1

Yes

- c. In the event it is determined by the Principal or designee that a person exhibited unsportsmanlike conduct at an interscholastic event not held in a school district building or on school grounds (away event), the person shall be subject to the disciplinary actions outlined in this Policy.

Option 2

Yes

- c. In the event the suspension from an interscholastic event occurs on the last home event of the activity's season or the suspension exceeds the remaining home events remaining in the activity's season, including playoffs or team or individual championships, the suspension shall continue with the first home event of the same activity in the subsequent school year.

Option 3

Yes

- c. A person who has been suspended for more than 2 home interscholastic events within 6 months of the initial conduct that resulted in the person's first suspension from attending home interscholastic events may be suspended by the Principal or designee from attending additional home interscholastic events in excess of the suspension provisions in this Policy.]



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- d. A person suspended by the Principal or designee from attending more than 1 home interscholastic events for exhibiting conduct or actions that violate this Policy, regardless of the specific event or activity from which the person was suspended, shall be prohibited from attending any other home interscholastic events in the district's schools or on school grounds and shall be required to meet with the Principal or designee prior to being permitted to attend any additional home interscholastic events in the district's schools or on school grounds. The person shall be required to successfully complete an educational component as determined by the Principal or designee before the person is permitted to attend any future home events in school buildings or on school grounds. The educational component will include a program that addresses the unsportsmanlike conduct or actions that caused the person to be suspended from the interscholastic events.
- e. A person who does not comply with the suspension requirements of this Policy or refuses to immediately leave the school building or school grounds for violating the provisions of this Policy may be reported to law enforcement to be removed from the school building or from school grounds.

4. Appeals

- a. A person may appeal the decision of the Principal or designee to the Superintendent of Schools by submitting a written appeal to the Superintendent within three calendar days after receiving notice of the suspension from the event by the Principal or designee. The Superintendent shall make a decision on the written appeal within three business days upon receiving the written appeal. The Superintendent's decision may be appealed to the Board in accordance with the Board appeal provisions in Policy and Regulation 9130 – Public Complaints and Grievances.



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This Policy shall be provided to the parent(s) of student-athletes participating in interscholastic programs in the district. The parent(s) shall be required to sign a document acknowledging receipt of this Policy and acknowledging their understanding of the provisions of this Policy. This document shall be provided to the parent(s) during the high school's sports registration process before each season.

This Policy shall be made available to NJSIAA staff upon request. NJSIAA staff may share a copy of this Policy with another member school when appropriate.

A list of unsportsmanlike conduct or actions will be posted at all venues hosting school district events to the extent reasonably possible.

Failure of a member school to enforce the provisions of this Policy may result in discipline by the NJSIAA. In addition to the penalties set forth by NJSIAA, a school that does not enforce its Policy may be prohibited by NJSIAA from hosting an NJSIAA State tournament event.

NJSIAA Spectator Code of Conduct Policy – Revised, May 8, 2024

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Adopted:



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[See POLICY ALERT Nos. 186, 205, 208, 209, 211, 226, and 234]

5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2 and A.1.b. below.

A. High School Graduation Requirements – N.J.A.C. 6A:8-5.1

1. For a State-endorsed diploma, the Board of Education shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21st century, and that include the following:
 - a. A graduating student must have earned a minimum of 127.5 (four-year high school: no fewer than 120) credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS), including, but not limited to, the following credits:
 - (1) 20 (At least twenty) credits in English language arts (ELA) aligned to grade nine through twelve standards;
 - (2) 15 (At least fifteen) credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;



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- (3) 15 (At least fifteen) credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
- (4) 15 (At least fifteen) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
- (5) 2.5 (At least two and one-half) credits in financial, economic, business, and entrepreneurial literacy;
- (6) 5 (At least three and three-quarters) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
- (7) 5 (At least five) credits in visual and performing arts;
- (8) 5 (At least five) credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2) and A.1.b.(2)(b) below;
- (9) Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
- (10) 30 (At least five) credits in 21st century life and careers, or career-technical education; and
- (11) Electives as ~~determined by the high school program~~ sufficient to total a minimum of ~~_____~~ (must be at least 120) credits.



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- b. The 120-credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and in A.1.a. above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of individualized learning opportunities, as follows:
- (1) The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLs.
 - (a) Individualized student learning opportunities in all NJSLs areas include, but are not limited to, the following:
 - (i) Independent study;
 - (ii) Online learning;
 - (iii) Study abroad programs;
 - (iv) Student exchange programs; and
 - (v) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
 - (b) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall:
 - (i) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
 - (ii) Include demonstration of student competency;



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- (iii) Be certified for completion based on the district process adopted according to N.J.A.C. 6A:8-5.1(a)2.ii. and A.1.b.(2) below; and
 - (iv) Be on file in the school district and subject to review by the Commissioner of Education or designee.
- (c) Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLs shall be permitted and shall be approved in the same manner as other approved courses.
- (2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLs at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated at N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
- (a) The district shall choose assessments that are aligned with or exceed the NJSLs and may include locally designed assessments.
 - (b) The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as



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defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:

- (i) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (ii) The ACTFL Oral Proficiency Interview (OPI) or the Modified Oral Proficiency Interview (MOPI); or
 - (iii) New Jersey Department of Education-approved locally designed competency-based assessments.
- (3) The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), or concurrent/dual enrollment at accredited higher education institutions.
- (a) The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.

c. Local student attendance requirements;

d. Other requirements established by the Board of Education as indicated below:

Requirements of CTE programs
through the senior year (minimum
30 credits required for CTE Certificate)



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- e. Any statutorily mandated requirements for earning a high school diploma;
- f. The requirement that all students demonstrate proficiency by achieving a passing score on the ~~ELA English Language Arts (ELA)~~ and mathematics components of the State graduation proficiency test or through the alternative means at N.J.A.C. 6A:8-5.1(h) and A.67. below, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(g) and (i) and A.56. and A.78. below.:
 - ~~(1) Students in the graduating classes of 2019, 2020, 2021, and 2022 shall be required to demonstrate proficiency by achieving a passing score on the high school end-of-course PARCC assessments in ELA 10 and Algebra I or through alternative means set forth at N.J.A.C. 6A:8-5.1(f), (h), and (i) and A.5., A.7., and A.8. below.~~
- g. For students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity for the following will be provided:
 - (1) Remediation, pursuant to N.J.S.A. 18A:7C-3.; and
 - (2) One or more additional opportunities to demonstrate proficiency on the State graduation proficiency test, pursuant to N.J.S.A. 18A:7C-6; and
- h. Students graduating from an adult high school shall demonstrate proficiency in the ELA and mathematics components of the State graduation proficiency test, or through alternative means set forth at N.J.A.C. 6A:8-5.1(g)(f) through (i) and A.5. through A.78. below.



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2. In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8-3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a)1 through 3 and A.1.a. through A.1.c. above, to include in their programs of study the following additional credits:
 - a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
 - b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
 - c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers; and
 - d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers.
3. The district shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through Quality Single Accountability Continuum (QSAC) and update the district's filed copy each time the graduation policy is revised.
4. The district shall provide each student entering high school and their parents with a copy of the district's requirements for a State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
5. ~~To ensure adequate transition to the new Statewide assessment systems, the district shall provide students in the graduating classes of 2018, 2019, 2020, 2021, and 2022 who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate competence through one of the alternative means set forth below:~~



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- ~~a. For the graduating classes of 2018, 2019, 2020, 2021, and 2022, students who did not take the ELA 10 and the Algebra I end-of-course PARCC assessment or who take but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, may satisfy the State requirement to demonstrate proficiency in English language arts and/or mathematics in one of the following ways:~~
- ~~(1) Achieve a passing score, as determined by the Commissioner of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or~~
- ~~(2) Meet the criteria of the portfolio appeals process.~~
56. For students in the graduating classes of 2023, 2024, and 2025, the alternative means referenced at N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above shall be as follows:
- a. Achieve a passing score, as determined by the Commissioner of Education and approved by the New Jersey State Board of Education, on a corresponding substitute competency test in **ELA** English language arts and/or mathematics, as applicable; and/or
- b. Demonstrate proficiency through the portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3.
67. All **multilingual learners (ML)** English language learners (ELLs) shall satisfy the requirements for high school graduation, except **MLs** ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a New Jersey Department of Education-approved, English fluency assessment.



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78. Students, including students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities, are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c).

~~9. For students in the graduating classes of 2019, 2020, 2021, and 2022, the New Jersey Department of Education (NJDOE) shall consider high school end-of-course State assessments to be equivalent to the corresponding high school end-of-course PARCC assessments.~~

B. High School Diplomas – N.J.A.C. 6A:8-5.2

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, C.1. below, or B.4. below.

2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in **N.J.A.C. 6A:8-5.2(a) and B.1.** above.

a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.

b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through alternative means as set forth at N.J.A.C. 6A:8-5.1(a)6 through N.J.A.C. 6A:8-5.1(i) and in A.1.f. through A.78. above, as applicable, pursuant to the standards applicable to the student's graduating class. ~~Students in graduating classes prior to 2018 shall demonstrate proficiency as set~~



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~~forth for the classes of 2018 through 2022 at N.J.A.C. 6A:8-5.1(f)1 and A.5.a. above.~~ Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State-endorsed diploma shall be granted by the high school of record.

3. Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential.
4. The Commissioner of Education shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.
5. The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
 - a. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8-5.1(g) and A.56. above.;
 - (1) ~~The Board shall award a State-endorsed high school diploma to any currently enrolled student in the graduating classes of 2019, 2020, 2021, and 2022 who has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f) and in A.5. above;~~



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- b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
 - c. Has formally requested such early award of a State-endorsed high school diploma.
6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner of Education:
- a. The total number of students graduated;
 - b. The number of students graduated under the substitute competency test process;
 - c. The number of students graduated under the portfolio appeals process;
 - d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
 - e. The total number of students denied graduation from the twelfth grade class; and
 - f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the **New Jersey Department of Education-approved** high school end-of-course PARCC assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.
- C. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11
- 1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3.



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- a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. The district shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.
2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State-endorsed diploma issued by the Board responsible for the student's education.
3. Graduation with a State-endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).
- a. As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.
 - b. As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.
 - c. In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.
 - d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.



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4. If a student attends a school other than that of the school district of residence that is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the Board of the school district of residence shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
5. If the Board grants an elementary school diploma, a student with a disability who fulfills the requirements of their IEP shall qualify for and receive a diploma.
6. Students with disabilities who meet the standards for graduation according to N.J.A.C. 6A:14-4.11 and **Section C.** of this Policy shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

D. Financial Aid Application Graduation Requirement

1. **Beginning with the 2023-2024 grade eleven class, and for two school years thereafter, the Board shall require a student, and the student's parent, if applicable, to complete and submit a financial aid application in a form prescribed by the Higher Education Student Assistance Authority (Authority) as a prerequisite to the student receiving a high school diploma unless a waiver is submitted to the district as set forth in P.L.2023 c.295 and D.1.a. below.**
 - a. **A student shall be exempt from the requirement in P.L.2023 c.295 and D.1. above if the student or the student's parent submits to the district a waiver form signed by the parent, or by the student if the student is at least eighteen years of age, requesting the exemption from the requirement.**



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- b. **If the student is under eighteen years of age and a form signed by the parent cannot be reasonably obtained, the student’s school counselor may authorize the waiver as permitted by regulations promulgated by the State Board of Education pursuant to P.L.2023 c.295.**
2. **The district shall annually notify students and the parents of the requirement established pursuant to P.L.2023 c.295 and Section D.**
3. **No adverse action shall be taken by a Board against any student due to a student’s receipt of an exemption from the requirement to complete and submit a financial aid application pursuant to D.1.a. above.**
4. **Nothing in P.L.2023 c.295 and this Policy shall be construed as requiring school counselors, or any other school employee, to assist students in completing the financial aid application. Nothing in P.L.2023 c.295 and this Policy shall be construed as creating a private right of action against the district or the State upon compliance or noncompliance with the provisions of P.L.2023 c.295 and this Policy.**

[Optional

Y

ED. State Seal of Biliteracy – N.J.A.C. 6A:8-5.3

1. The **Board of Education** may award a State Seal of Biliteracy to any student who has met all requirements in N.J.A.C. 6A:8-5.2 and B. above and demonstrates proficiency in the following:
 - a. One or more world languages via an approved assessment pursuant to N.J.A.C. 6A:8-5.3(f) and **ED.6.** below during the student’s next to last or final year of high school; and
 - (1) Pursuant to N.J.S.A. 18A:7C-15, a foreign language other than English also shall include, but not be limited to, American Sign Language, Latin, and Native American languages.



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- b. ~~ELA English language arts~~ as set forth in N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above.
2. A Board that chooses to award the State Seal of Biliteracy shall incorporate the process into the developed, adopted, and implemented Policy 5460 – High School Graduation pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. A Board choosing to participate shall submit, in accordance with N.J.A.C. 6A:8-5.1(d) and A.3. above, a copy of **this Policy 5460—High School Graduation** that reflects the option for students to participate in the State Seal of Biliteracy.
 3. The Board of Education [**shall pay the costs** ___ **shall charge a fee to the student**] for related assessments and transcript insignias.
 4. The Board of Education shall do the following:
 - a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and ~~ED.1.~~ above;
 - b. Present each student who qualifies pursuant to **N.J.A.C. 6A:8-5.3(a) and ~~ED.1.~~** above with a New Jersey Department of Education-issued certificate;
 - c. Include the Commissioner of Education-developed insignia on the student’s transcript; and
 - d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.
 5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria in N.J.A.C. 6A:8-5.3(a) and ~~ED.1.~~ above and shall not include the Commissioner of Education-developed insignia on the student’s transcript.



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6. A list of New Jersey Department of Education-approved, nationally recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the New Jersey State Board of Education.
 - a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and E.D.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.]

N.J.S.A. 18A:7C-3; 18A:7C-5; 18A:7C-6, 18A:7C-7; 18A:7C-15; 18A:7E-3
18A:35-1; 18A:35-2; 18A:35-5; 18A:35-7; 18A:35-8
N.J.A.C. 6A:8-1.3; 6A:8-5.1 et seq.; 6A:14-1.3; 6A:14-2.3; 6A:14-3.7
6A:14-3.8; 6A:14-4.11; 6A:20-1.4

P.L.2023 c.295

Adopted:



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Dec 24
M

[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200, 216,
227, 229, and 234]

5512 HARASSMENT, INTIMIDATION, OR BULLYING

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- O. Reports to Law Enforcement
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- Q. Students with Disabilities
- A. Prohibiting Harassment, Intimidation, or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or **surrogate parent(s)** parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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;



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2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. 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, that the act(s) 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 their person or damage to their 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 a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board of Education recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device in accordance with (N.J.A.C. 6A:16-1.3).

In accordance with the Board's of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) are is addressed in this Policy.



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C. Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;



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3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent shall annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.



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D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged **incidents** incidences occurred.



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Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:



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Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;



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- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;



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- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand; increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



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E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.



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The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).



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F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.



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The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist, a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;



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- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, or Bullying

[Select Option 1 or Option 2]

[Option 1] Investigate All Reports

~~The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.~~



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The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Aanti-Bbullying Sspecialist appointed by the Principal. The Principal may appoint additional personnel who are not school Aanti-Bbullying Sspecialists to assist the school Aanti-Bbullying Sspecialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Aanti-Bbullying Sspecialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Aanti-Bbullying Sspecialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.



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The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct; intervention services provided; counseling ordered; training established; or other action taken or recommended by the Superintendent.

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.



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At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's Anti-Bullying Specialist in consultation with the approved private school for students with disabilities.]

[Option 2 – Principal's Preliminary Determination ✓

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the Anti-Bullying Specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the Anti-Bullying Specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident or



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complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school Aanti-Bbullying Sspecialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner **in accordance with** (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school Aanti-Bbullying Sspecialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Aanti-Bbullying Sspecialist appointed by the Principal. The Principal may appoint additional



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personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Anti-Bullying Specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.



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Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15.(b)(6)(d), must be filed with the Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.



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The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's Anti-Bullying Specialist in consultation with the approved private school for students with disabilities.]

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large



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group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected student behavior.



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4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs; coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations); and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.



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J. False Accusations of Harassment, Intimidation, or Bullying

The Board of Education prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.



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The Superintendent shall post the name, school phone number, school address and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the School Safety/School Climate Team, with input from the school Anti-Bullying Specialist, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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L. Harassment, Intimidation, or Bullying Training and Prevention Programs

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction **on** ~~in~~ harassment, intimidation, or bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18A:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member **shall** ~~must~~ complete, during the first year of the member's first term, a training program on harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district **shall** ~~will~~ observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district **shall** ~~will~~ provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district **shall** ~~will~~ annually establish, implement, document, and assess harassment, intimidation, or bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.



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M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

N. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18A:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (**MOA**), if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Law enforcement officials may request a suspension or stay of the district's harassment, intimidation, or bullying investigation if the conduct is being investigated by law enforcement. If law enforcement officials request a suspension or stay of a harassment, intimidation, or bullying investigation, school officials will follow the provisions of the MOA regardless of where the district is in the harassment, intimidation, or bullying investigation timeline.



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School officials will immediately memorialize the request, in writing, from law enforcement and advise the parent(s) of the alleged perpetrator(s) and alleged victim(s) of law enforcement's request. The notice to parents must include notice that the district is obligated under New Jersey's Law Against Discrimination to address student-on-student bias-based harassment and the statute of limitations for filing a complaint in the Division of Civil Rights will not be extended due to law enforcement's request.

If law enforcement has not affirmatively requested a stay or suspension of a harassment, intimidation, or bullying investigation, but the school district believes the action(s) involved may constitute a criminal offense(s), school officials will contact law enforcement to inquire as to whether law enforcement may want to investigate the matter.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias-related acts, in accordance with N.J.A.C. 6A:16-6.3(e), and pursuant to the provisions of the ~~MOA Memorandum of Agreement Between Education and Law Enforcement Officials~~.

P. **Collective Bargaining Agreements and Individual Contracts**

Nothing in N.J.S.A. 18A:37-13.1 et seq. **shall may** be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011); **pursuant to** N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.



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Q. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. **shall** ~~may~~ alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports: **pursuant to N.J.S.A. 18A:37-32.**

The school district shall submit all subsequent amended Harassment, Intimidation, or Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A:16-7.9

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions

Adopted:



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Student Smoking
Dec 24
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[See POLICY ALERT Nos. 188, 199, 215, and 234]

5533 STUDENT SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “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, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

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



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Student Smoking

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any 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, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

[Optional – Prohibited Items and Controlled Dangerous Substances



If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee ~~shall will~~ immediately notify the parent and the Superintendent or designee. The Principal or designee ~~shall will~~ arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, ~~and Policy and Regulation 5530, and this Policy – Substance Abuse.~~

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance, ~~or a controlled substance dangerous analog, or other drugs~~ pursuant to N.J.S.A. 2C:35-2, the Principal or designee ~~shall will~~ immediately notify the parent and the Superintendent or designee. The Principal or designee ~~shall will~~ arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, ~~and Policy and Regulation 5530, and this Policy – Substance Abuse.~~ Principals and designees ~~shall will~~ be trained to identify controlled dangerous substances in electronic smoking devices.]



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Student Smoking

When the Principal or designee has reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall immediately notify the Superintendent or designee and law enforcement in accordance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with N.J.S.A. 26:3D-61 law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

[Optional

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.]

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.



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N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

**A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials – 2023 Revisions**

Adopted:



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Student Smoking
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[See POLICY ALERT Nos. 188, 199, 215, and 234]

R 5533 STUDENT SMOKING

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure students do not smoke in violation of Board Policy 5533 and N.J.S.A. 26:3D-56 the law.

A. Notice Provisions

1. A sign shall be posted in every school building indicating smoking is prohibited in any school building or on school grounds. The sign shall also indicate violators will be subject to a fine.
2. Each school's student handbook will indicate smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.
3. A public address announcement will be made, when practicable, at school-sponsored events indicating smoking is prohibited in school buildings and on school grounds.

B. Reporting Procedures

1. Any teaching staff member who observes a student smoking in violation of Policy 5533 shall inform the student to cease smoking and report the violation to the Principal or designee.
2. Any support staff member who observes a student smoking in violation of Policy 5533 shall either inform a teaching staff member, who shall report the violation to the Principal or designee or the support staff member may report the violation directly to the Principal or designee.
3. The Principal or designee will investigate each report received from a staff member and make a determination whether the student has violated Board Policy 5533.



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4. In the event there is reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall notify law enforcement in accordance with the district's Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and follow the procedure outlined in Regulation 5530.

C. Violation Consequences

1. In the event the Principal or designee determines a student has violated Policy 5533, the student will be assigned appropriate discipline in accordance with the district's school's Student Discipline/Code of Conduct.
2. The Principal or designee will notify the student's parent(s) or legal guardian(s) when discipline is being imposed for a violation of Policy 5533.

Issued:



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[See POLICY ALERT No. 234]

5710 STUDENT GRIEVANCE

The Board of Education believes ~~that students are citizens who~~ possess the right to request redress of grievances ~~and that students should be encouraged to respect lawful procedures for the resolution of~~ and disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard.

For the purposes of this Policy, a student grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. **The procedure outlined in this Policy shall be used to address a student grievance that is not elsewhere in a Board policy, regulation, and/or grievance with a procedure specifically designed to address the conduct in question.**

A student grievance ~~shall will~~ be heard in the following manner:

1. First Level

- a. **The student or parent may submit a grievance to the teaching staff member most closely related to the policy or act giving rise to the grievance, within five school days of the conduct.**

2. Second Level

- a. **If the grievance is not resolved at the first level, the student or parent may appeal the teaching staff member's decision by submitting a written appeal of the decision to the Principal or designee within five school days of receipt of the teaching staff member's written decision.**

(1) The written grievance shall include:

- (a) The specific nature of the grievance and a brief statement of the facts giving rise to it;**



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- (b) Any documentation the student or parent has supporting their request; and
 - (c) The remedy sought by the student or student's parent.
 - b. The Principal or designee will inform the student and parent, in writing, of the Principal's or designee's decision regarding the appeal within five school days of receiving the written appeal from the student or parent and their right to appeal the Principal's or designee's decision to the Superintendent of Schools or designee.
- 3. Third Level
 - a. If the grievance is not resolved at the second level, the student or parent may appeal the Principal's or designee's decision by submitting a written request to the Superintendent or designee. This written request for an appeal must be submitted to the Superintendent or designee by the student or parent within five school days of the student's or parent's receipt of the Principal's or designee's written decision and must include the same information the parent or student submitted in the written grievance outlined in 2.a.(1) above.
 - b. The Superintendent or designee will review the written request for an appeal and supporting documentation submitted by the school staff members and the student or parent to inform the student and parent of the decision regarding the appeal within ten school days of receiving the written request for an appeal.
 - c. A student or parent may appeal the Superintendent or designee's decision to the Board. An appeal that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than thirty calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.



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1. ~~A student should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;~~
2. ~~A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;~~
3. ~~The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;~~

Optional

~~{At each level the student will have the opportunity to be heard personally;}~~

4. ~~At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;~~
5. ~~A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.~~

The Superintendent shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

Cross reference: Policy Guide No. 9130

Adopted:



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[See POLICY ALERT Nos. 177, 214, and 234]

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

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

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of ~~Education~~ policy and regulation regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of ~~Education~~ shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video **during an emergency situation**. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of ~~Education~~ shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.



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In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

**A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials – 2023 Revisions**

Adopted:



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[See POLICY ALERT Nos. 177, 214, and 234]

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.



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2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee and secured to ensure confidentiality.
2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services – Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify)**.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify)**.



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3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify)**.
6. A written log will be maintained by the **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify)** of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

G. Law Enforcement Memorandum of Understanding (MOU)
(N.J.S.A. 18A:41-9)

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video **during an emergency situation**. The MOU shall include, but need not be limited to, the following:
 - a. **A list of designated persons, including contact information, position, rank, and supervisor's contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the MOU. ~~The designation of individuals who shall be authorized to view live streaming video;~~**



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- b. **Description of the emergency** The circumstances under which the designated individuals **could activate and would** view live streaming video; and
 - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
 2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
 3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
 4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.
- H. Purchase, Maintenance, Replacement of Equipment/Supplies
 1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued:



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[See POLICY ALERT Nos. 227 and 234]

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances **or other drugs**, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Adopted:



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[See POLICY ALERT Nos. 227 and 234]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the **Uniform State Memorandum of Agreement** between Education and Law Enforcement Officials (MOA), and shall be:

1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
2. Reviewed and approved by the Executive County Superintendent;
3. Made available annually to all school district staff, students, and parents;
4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
5. Consistent with N.J.A.C. 6A:16-7, as appropriate.

B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:

1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;

[Optional

Yes

2. The Superintendent or designee may designate one or more law enforcement units for the district as described in the MOA;]



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3 d.

Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;

4 b.

Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:

- a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
- b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
- c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;

5 d.

Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;

6 b.

Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:

- a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
- b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.



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- c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.
- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
- e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
- f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
- g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;

76. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;

87. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:



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- a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.
- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
- c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
- d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;

9 8.

The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;



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- 10 ~~9~~. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
- 11 ~~10~~. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
- 12 ~~11~~. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
- 13 ~~12~~. Provisions for in-service training of school district staff concerning policies and procedures established in N.J.A.C. 6A:16-6 ~~this subchapter~~, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
- 14 ~~13~~. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
- 15 ~~14~~. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
- 16 ~~15~~. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and



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- 17 16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA; **and** :
- 18 17. **The Superintendent or designee shall designate a point of contact for each school building who shall be responsible for receiving all "Handle With Care" notices for students enrolled in that school building and for disseminating the notices to the appropriate school staff, in accordance with the New Jersey Attorney General Directive 2020-09 and the MOA.**

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in **unlawful** possession of a controlled dangerous substance, or related paraphernalia, **cannabis**, or is involved or implicated in distribution activities regarding controlled dangerous substances **or cannabis**, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, **6A:16-5.6(d)4**, and **6A:16-6.3(b)**;



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- c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);
 - e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a "bias-related act" has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.



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- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

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[See POLICY ALERT Nos. 231, and 234]

8500 FOOD SERVICES

The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the **United States Department of Agriculture (USDOA) Education**.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred **and** ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

A. **Definitions – N.J.S.A. 18A:33-3.2**

“Categorically eligible” means that a student is homeless, is a migrant child, is a runaway child, is a foster child, or is a Head Start child, as defined in 7 CFR Part 245, or is receiving assistance under the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families Program (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or, to the extent that the USDOA authorizes the matching of Medicaid data to identify children who are eligible for free school meals, is a participant in the Medicaid program, and which student, by virtue of such status, is automatically eligible to be certified to receive free school meals under the National School Lunch Program or the Federal School Breakfast Program, without first submitting an application or being subject to the Federal income verification requirements established by 7 CFR Part 245.



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“Eligible student” means a student who is categorically eligible or income-eligible for one or more subsidized school meals.

“Emergency meals distribution program” means a program, established under N.J.S.A. 18A:33-27.2, pursuant to which a school district is required to provide subsidized school meals to eligible students, through designated distribution sites, during any period in which a school in the district is subject to a public health-related closure due to the COVID-19 pandemic.

“Federal School Breakfast Program” means the Federal reimbursement program, established under the “Child Nutrition Act of 1966,” 42 USC s.1771 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school breakfast programs and facilitate the provision of free and reduced price breakfasts to eligible students.

“Federally eligible for free or reduced price meals” or “Federally eligible” means that a student is categorically eligible for free lunch under the National School Lunch Program or for free breakfast under the Federal School Breakfast Program, or that the student satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.

“Federally ineligible for free or reduced price meals” or “Federally ineligible” means that a student is not categorically eligible for, and fails to satisfy Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, as is necessary for the student to Federally qualify for and receive free or reduced price lunch under the National School Lunch Program or free or reduced price breakfast under the Federal School Breakfast Program.



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“Income-eligible” means that a student either satisfies Federal income eligibility requirements, adopted by the USDOA pursuant to 7 CFR Part 245, or satisfies State-level income eligibility requirements, set forth in N.J.S.A. 18A:33-4.a. or N.J.S.A. 18A:33-14a.a., as is necessary for the student to qualify for and receive subsidized lunch under the National School Lunch Program or subsidized breakfast under the Federal School Breakfast Program, on the basis of income.

“Low-income family” means a family with an annual household income amounting to not more than one hundred and eighty-five percent of the Federal poverty level.

“Middle-income family” means a family with an annual household income amounting to not less than one hundred and eighty-six percent, and not more than two hundred and twenty-four percent, of the Federal poverty level.

“National School Lunch Program” means the Federal reimbursement program established under the “Richard B. Russell National School Lunch Act,” 42 USC 1751 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and expansion of school lunch programs and facilitate the provision of free and reduced price lunches to eligible students.

“Participating school” means a public or nonpublic school that provides daily lunch to enrolled students, through a school lunch program operated pursuant to the National School Lunch Program, or that provides daily breakfast to enrolled students, through a school breakfast program or breakfast after the bell program operated pursuant to the Federal School Breakfast Program, or both.

“Participating school district or nonpublic school” means a public school district or a nonpublic school that is required, or elects, to participate in the National School Lunch Program, the Federal School Breakfast Program, or both, as the case may be.



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“School breakfast program” means a program that is established and operated by a public or nonpublic school, in accordance with the requirements of the Federal School Breakfast Program and, in the case of a public school, in accordance with a plan adopted pursuant to N.J.S.A. 18A:33-10 or N.J.S.A. 18A:33-10.1, and pursuant to which the school offers daily breakfasts to all enrolled students.

“School lunch program” means a program that is established and operated by a school district, or by a nonpublic school, in accordance with the requirements of the National School Lunch Program and the provisions of N.J.S.A. 18A:33-4, and pursuant to which the district or nonpublic school offers daily lunches to all students enrolled therein.

“Student” means a child eighteen years of age or younger who is enrolled at a school in the State.

“Subsidized school breakfast” or “subsidized breakfast” means a school breakfast that is offered to an eligible student, free of charge, and the costs of which are reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

“Subsidized school lunch” or “subsidized lunch” means a school lunch that is offered to an eligible student, free of charge, and the cost of which is reimbursed by the State or Federal government, as provided by N.J.S.A. 18A:33-14a.a. and b.

“Subsidized school meals” or “subsidized meals” includes both subsidized school breakfasts and subsidized school lunches.

“Subsidized school meals application” means an application that identifies a student’s annual household income and is completed by the student’s parent, pursuant to N.J.S.A. 18A:33-21b1, N.J.S.A. 18A:33-21.c., or applicable Federal law, and which may be used by a school district, or by a public school or nonpublic school, both for the purposes of determining whether a student is income-eligible for subsidized school meals and for the other limited purposes specified in N.J.S.A. 18A:33-21b1.c.



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“Subsidized school meals certification process” or “subsidized meals certification” means the process pursuant to which a school or school district obtains and reviews a student’s subsidized school meals application, or engages in the review of other relevant documentation and materials pertaining to the student, as necessary to determine whether the student is categorically eligible or income-eligible for subsidized school meals under the National School Lunch Program, or under the Federal School Breakfast Program, or both.

“Summer Food Service Program” means the Federal reimbursement program, established under 42 USC 1761 and 7 CFR Part 225, pursuant to which the USDA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help schools, local government agencies, nonprofit organizations, colleges and universities, and summer camps to finance the administrative and operational costs of providing meals to children, in low-income areas, during the summer months and other planned periods of school closure.

“Summer meals program” means the Summer Food Service Program, the Seamless Summer Option authorized by 42 USC 1761, or any other similar State or Federal program that is designed to ensure that children have access to nutritious meals during the summer months and other planned periods of school closure.

“Unsubsidized school breakfast” or “unsubsidized breakfast” means a school breakfast that is offered, upon the payment of a fee, to a student who is neither categorically eligible nor income-eligible for subsidized breakfast, regardless of whether such student remains income-eligible for subsidized school lunch under the provisions of N.J.S.A. 18A:33-4, and the cost of which breakfast is not reimbursable by the State or Federal government.

“Unsubsidized school lunch” or “unsubsidized lunch” means a school lunch that is offered, upon the payment of a fee, to a student who is not categorically eligible or income-eligible for subsidized lunch, and the cost of which is not reimbursable by the State or Federal government.



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- BA. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to N.J.S.A. 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, **each school and** the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive **subsidized school** ~~free or reduced price~~ meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a.;
2. Make every effort to ensure that **subsidized** students **receiving subsidized school meals** are not **identified** ~~recognized as program participants~~, by the student body, faculty, or staff, in a manner that



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is **distinct** ~~different~~ from the manner in which ~~unsubsidized~~ students **receiving unsubsidized school meals** are **identified** ~~recognized~~ as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between **these two groups of subsidized and unsubsidized** students; and

3. **To the greatest extent practicable** ~~Make every effort to:~~
 - a. Facilitate **and expedite** the prompt and accurate identification of categorically eligible students who may be certified to **receive** ~~participate in the program, on a~~ subsidized **school meals** basis, without first submitting an application therefore, and, whenever an application is required to establish **income** eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
 - b. Facilitate and expedite, ~~to the greatest extent practicable,~~ the subsidized school meals application and income-eligibility determination processes that are used, by the **school or school** district, to certify a student for **subsidized** ~~free or reduced-price~~ school meals on the basis of income, and assist parents in completing the **subsidized** school meals application; and
 - c. Encourage students who are neither categorically eligible nor income-eligible for ~~free or reduced-price~~ **subsidized school lunch or subsidized school breakfast** meals to nonetheless participate, **in the school lunch program or school breakfast program, or both, as appropriate,** on a paid and unsubsidized basis, ~~in the program.~~

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.



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Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the ~~USDOA New Jersey Department of Education~~.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- CB.** Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.

In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled **in the school district** and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture (**NJDOA**) pursuant to ~~subsection~~ N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the ~~NJDOA New Jersey Department of Agriculture~~ may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of



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such staff, facilities, or equipment. The ~~NJDOA New Jersey Department of Agriculture~~ also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., **when requesting a waiver pursuant to N.J.S.A. 18A:33-26.a.**, the district shall report to the ~~NJDOA New Jersey Department of Agriculture~~, in the manner prescribed by the ~~NJDOA New Jersey Department of Agriculture~~, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 ~~et seq.~~ The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

DC. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the **participating school district** shall provide each student's parent with:
 - a. **A hard copy of information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to;**
 - (1) **Information on the ability availability of all categorically eligible and income-eligible students to receive free school lunch under the National School Lunch Program, as provided by N.J.S.A. 18A:33-4.a., and free school breakfast under the Federal School Breakfast Program, as provided by N.J.S.A. 18A:33-14a.a. or reduced price meals for eligible students;**



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- (2) Information on the **subsidized school meals application and certification determination** processes that are used to **determine whether a student is categorically eligible or income-eligible** ~~certify eligible students~~ for subsidized school meals; **and**;
 - (3) **Information highlighting the need for parents to complete a subsidized school meals application for each student, and encouraging parents to complete the application, both to ensure that the student will have access to all subsidized school meals for which the student is eligible and to ensure that the school and the district have the necessary information to facilitate relevant eligibility determinations, receive appropriate reimbursement, and engage in all other activities authorized under N.J.S.A. 18A:33-21b1.c.; and**
 - (4) Information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and
- b. A **hard copy of a subsidized school meals application form**, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and



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- c. **Include a notice that an application to apply for the school lunch and school breakfast programs may be submitted at any time during the school year and is required to be submitted annually** ~~Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.~~

The district may also provide the information and application electronically, through the usual means by which the district electronically communicates with parents.

3. A **subsidized** school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
- a. Determine whether a student identified in the application is **income-eligible** for free or reduced price school meals **and, if so, whether the student satisfies Federal or State-level income eligibility requirements for subsidized school lunches, subsidized school breakfasts, or both;**
- b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program; or to participate as a sponsor or site in the Federal Summer Meals Service Program;
- c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for **subsidized school meals served** ~~provided~~ to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- d. Facilitate school aid determinations under the "School Funding Reform Act of 2108," N.J.S.A. 18A:7F-43 et seq.



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4. The school district shall require the parent to either submit an application to apply for the school lunch and school breakfast programs or submit a signed card provided by the school district indicating that the parent has received the application and information and is not interested in participating in the school lunch and school breakfast programs. The card shall include a notice stating that a parent may submit an application to apply for the school lunch and school breakfast programs at any time during the school year.

If a school district does not receive an application or a signed card from the parent, the school district shall make at least one attempt to contact the student's parent and request that the parent submit either an application or signed card.

5. The provisions of N.J.S.A. 18A:33-21b1 shall not apply in the case of a school which participates in the Community Eligibility Provision.

ED. Free or Reduced Price Meals' Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made; the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). **“Operating days” mean days that reimbursable meals are offered to eligible students under the National School Lunch Program or School Breakfast Program.** Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, ~~NJDOA New Jersey Department of Agriculture~~. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, ~~NJDOA New Jersey Department of Agriculture~~.



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In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.

Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).



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Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days' written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district cannot notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.

If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the ~~NJDOA New Jersey Department of Agriculture~~ a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.



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Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, ~~NJDOA New Jersey Department of Agriculture~~.

~~FE.~~ Meal Charge Program – N.J.S.A. 18A:33-21

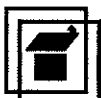
Option – Select One Option Below

[Option 1

The Board of Education does not permit a student in the school district to charge for breakfast or lunch.]

[Option 2

The Board of Education provides a meal charge program to permit ~~unsubsidized~~ students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.



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~~“Unsubsidized student” means a student who is neither categorically eligible nor income eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.~~

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase an **unsubsidized school breakfast or school lunch meal** at school on a school day causing the student’s **unsubsidized school breakfast or unsubsidized school lunch bill meal charge** account to fall into arrears. The **participating school district** shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the **participating school district** shall again contact the student’s parent to provide notice of any action to be taken ~~by the school district~~ in response to the arrearage.

A parent who has received a second notice their **student’s child’s unsubsidized school breakfast or unsubsidized school lunch meal bill** is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent’s meeting with the Principal or designee.

A **participating school district** shall report at least biannually to the ~~NJDOA New Jersey Department of Agriculture~~ the number and **percentage of enrolled students who have been** ~~are~~ denied school breakfast or school lunch **on the basis of an unsubsidized meal bill arrearage, pursuant to** ~~in accordance with~~ N.J.S.A. 18A:33-21.a.(2) and this Policy.



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Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to:

1. Require the **participating school** district to deny or restrict the ability of an **unsubsidized** student to access **unsubsidized** school breakfast or **unsubsidized** school lunch, respectively, whenever ~~when~~ the student's **unsubsidized** school breakfast or **unsubsidized** school lunch bill is in arrears; ~~or~~
2. Authorize the **participating school** district to deny or restrict the ability of a student who is income-eligible for subsidized school lunch, but who is not income-eligible for subsidized school breakfast, to continue to access subsidized school lunch whenever the student's **unsubsidized** school breakfast bill is in arrears.

The ~~participating school or~~ school district shall not:

1. Publicly identify or stigmatize a ~~an unsubsidized~~ student who cannot pay for an **unsubsidized** school breakfast or an **unsubsidized** school lunch or whose **unsubsidized** school breakfast or ~~school~~ lunch bill is in arrears, ~~(For example, by requiring the student to sit at a separate table, or by requiring that the student to wear a wristband, hand stamp, or identifying mark, or to accept by serving the student an alternative meal);~~
2. Require a ~~an unsubsidized~~ student, who cannot pay for an **unsubsidized** school breakfast or an **unsubsidized** school lunch or whose **unsubsidized** school breakfast or ~~school~~ lunch bill is in arrears to do chores or other work to pay for the **unsubsidized** school breakfast or **unsubsidized** school lunch;
3. Require a ~~an unsubsidized~~ student to discard an **unsubsidized** school breakfast or an **unsubsidized** school lunch after it has been served, either because of the student's ~~is~~ **unable** inability to pay for the a **unsubsidized** school breakfast or **unsubsidized** school lunch or because ~~the student's unsubsidized school breakfast or unsubsidized lunch bill is in arrears~~ money is owed for previously provided meals;



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4. Prohibit ~~a an unsubsidized student, or a sibling thereof of such a student,~~ from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved **breakfast or lunch meal** debt; or
5. Require ~~a student's the parent of an unsubsidized student~~ to pay fees or costs in excess of the actual amounts owed for **unsubsidized school breakfasts or unsubsidized school lunches, or both, which have been meals** previously served to the student.

If ~~a an unsubsidized student~~ owes money for the equivalent of five or more **unsubsidized** school meals, the Principal or designee **of the participating school district** shall:

1. Determine whether the student is ~~categorically eligible or income-eligible~~ for **subsidized school free or reduced price** meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21b1-21.e.(2), to contact the student's parent and have the parent **complete** ~~fill out~~ a **subsidized** school meals application; and
2. Contact the **student's** ~~parent of the unsubsidized student~~ to:
 - a. **O**ffer assistance with respect to the completion of the **subsidized** school meals application; and
 - b. ~~to D~~determine **whether** if there are other issues in the household that have caused the student to have insufficient funds to purchase an **unsubsidized** school breakfast or **unsubsidized** school lunch, **as the case may be**; and ~~to~~
 - c. **O**ffer any other appropriate assistance.



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The **participating** school district shall direct communications about a student's **unsubsidized** school ~~breakfast or school lunch bill being in meals arrearage~~ ~~arrears~~ to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the **participating** school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, ~~a an~~ **unsubsidized** student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the **participating** school district is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, **subsidized** ~~school free or reduced price~~ meals.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

GF. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.



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HG. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

~~Whenever in the event~~ the Board ~~receives is provided~~ a written directive, ~~from by~~ either the New Jersey Department of Health or the health officer of the jurisdiction, ~~instituting to institute~~ a public health-related school closure due to the COVID-19 epidemic, the district ~~having jurisdiction over the closed school~~ shall implement and operate an emergency school meals distribution a program; during the period of the school closure; ~~to.~~ An emergency school meals distribution program implemented pursuant to N.J.S.A. 18A:33-27.2 shall provide for subsidized school meals to be made available, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible ~~therefor for free or reduced price school meals.~~

In order to facilitate the emergency distribution of subsidized school meals in the event of an emergency public school closure, as described in N.J.S.A. 18A:33-27.2.a., each the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate distribution sites ~~including . A school meals distribution site may include,~~ but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify an emergency school meals distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for ~~subsidized school lunch, subsidized school breakfast, or both free or reduced price meals,~~ and for whom an emergency school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the ~~subsidized~~ school meals to the student's residence or to the student's bus stop along an established bus route, provided that, ~~in the latter case,~~ the student or the student's parent ~~shall be~~ is present at the bus stop to accept for the distribution. ~~Distributions made Food distributed~~ pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.



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The district may use school buses owned and operated by the district to distribute **subsidized** school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may **enter into a contract authorizing another party to engage in for the emergency** distribution of **subsidized** school meals, **on the district's behalf, pursuant to N.J.S.A. 18A:33-27.2**, and **any such** these contracts shall ~~not~~ be **exempt from** ~~subject to~~ the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units **when implementing an to implement the** emergency meals distribution program, **pursuant to as required by** N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.a.

III. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 CFR 210.1 et seq.

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Adopted:



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Use of Electronic Communication and Recording
Devices (ECRD)

M

Dec 24

[See POLICY ALERT Nos. 190, 207, and 234]

5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

To support school environments in which students can fully engage with their classmates and their teachers, and to focus attention upon instruction, the Board of Education has determined the use of cell phones and other electronic communication devices by students for personal use during the school day and school activities should be limited.

As used in this Policy, “electronic communication device” includes any device with the capability to audio or video record and/or is capable of receiving or transmitting any type of communication with others. An electronic communication device includes, but is not limited to, any type of cameras; cellular and wireless telephones; pagers/beepers; laptop computers; watches; electronic readers; two-way radios; any audio or video broadcasting devices; ear buds; tablets; headphones; and any other device that allows a person to audio and/or video record and/or transmit, in either a real time or a delayed basis, video or still images, text, audio recordings; or other information.

The Board adopts Regulation 5516 and this Policy to address student use of an electronic communication device for personal use on school grounds during the school day, to also include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.

Nothing in Regulation 5516 and this Policy shall prohibit a student from using an electronic communication device for a purpose documented in a classified student’s Individualized Education Plan (IEP) or a plan developed under Section 504 of the “Rehabilitation Act of 1973,” 29 USC 794. A student may use an electronic communication device to monitor or address a health condition with prior permission from the Principal, in consultation with the school nurse to be documented in the student’s Individual Health Plan.

In addition, the Board believes students and/or school staff members should not be subject to having any type of recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student and the student’s



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Use of Electronic Communication and Recording
Devices (ECRD)

parent or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. ~~In addition,~~ Inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

Adopted:



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Academic Integrity Plagiarism

Dec 24

[See POLICY ALERT No. 234]

5701 ACADEMIC INTEGRITY PLAGIARISM

The Board of Education is committed to require a high level of ethical standards for students in the school district that include honesty and integrity in all aspects of their academic program. The Board expects all students to embrace the highest standards of academic integrity in all assignments. Acts of academic dishonesty by students will not be accepted. Students are responsible for complying with the provisions of this Policy and may be subject to disciplinary action for any violation.

Students are expected to be honest in their studies and academic work. Students shall not engage in any of the following prohibited acts that include, but not be limited to:

1. Plagiarizing term papers, themes, essays, reports, images, take-home examinations, and other academic work required of a student in their education program. Plagiarism is presenting work from another source without full acknowledgment that it is not their own work;
2. The deliberate use of false information or the falsification of research or other findings with the intent to deceive. Fabrication includes, but is not limited to, citing information not taken from the source indicated; listing sources in a bibliography that are not used in the project; fabricating data or source information in experiments, research projects, or other academic exercises; and taking a test for another person or allowing others to take a test for one's self;
3. Providing false information to a teaching staff member in an academic assignment such as giving a false excuse for missing a deadline or falsely claiming to have submitted an assignment;
4. Cheating on examinations by any means and obtaining copies of an examination;



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Academic Integrity Plagiarism

5. Preventing other students from completing their assignments including, but not limited to, removing pages from books, willfully disrupting the experiments or work of other students, misrepresenting the contributions of others in a group to give more credit to one particular student for one's personal gain; and compromising and/or damaging the school district's technology;
6. Using generative artificial intelligence (AI) in violation of Policy 2365 and the district's AI Plan;
7. Selling, for any fee, or other remuneration, prepare, offer to prepare, cause to be prepared, sell or offer for sale any term paper, thesis, dissertation, essay, report or other written recorded, pictorial, artistic or other assignment knowing, or under the circumstances having reason to know, that said assignment is intended for submission either in whole or substantial part under a student's name in fulfillment of the requirements for a diploma at any school or any educational institution in accordance with N.J.S.A. 18A:2-3.; or
8. Any other conduct determined by the Principal that compromises the academic integrity of a student's work.

A student found guilty of academic dishonesty may be subjected to a full range of Penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a student has been academically dishonest in their class should resolve the matter in the following manner:

1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
2. If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.



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Academic Integrity Plagiarism

3. The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.

Any violation of this Policy shall be addressed in accordance with Policy and Regulation 5600.

A student may appeal a violation of this Policy in accordance with Policy 5710.

Students shall be informed of the conduct prohibited by this Policy at the beginning of the school year.

N.J.S.A. 18A:2-3

Adopted: June 25, 2007

Revised:



RESOLUTION 2024-25/1-A
School Board Recognition Month in New Jersey

WHEREAS, The New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Somerset County Vocational Board of Education is one of 21 county vocational school boards in New Jersey that sets policies and oversees operations for vocational and technical school districts; and

WHEREAS, The Somerset County Vocational Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's vocational and technical school boards help determine community goals for the education of students in approximately 443 high schools; and

WHEREAS, Somerset County Vocational Board of Education members join New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Somerset County Vocational Board of Education, does hereby recognize the services of school board members throughout New Jersey as we join communities statewide in observing January 2025 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Somerset County Vocational Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

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Interim Balance SheetASSETS AND RESOURCES

| ASSETS | |
|---|--------------------|
| 101 Cash in checking account | \$ 2,124,806.60 |
| 102-106 Other cash equivalents | \$ 0.00 |
| Total cash | \$ 2,124,806.60 |
| 111 Investments | \$ 0.00 |
| 114 Investment interest receivable | \$ 0.00 |
| 116 Capital reserve account | \$ 1,552,193.01 |
| 117 Maintenance reserve account | \$ 611,685.83 |
| 121 Tax levy receivable | \$ 12,838,254.00 |
| Accounts receivable | |
| 132 Interfund | \$ 175,064.85 |
| 141 Intergovernmental - state | \$ 1,428,661.99 |
| 142 Intergovernmental - federal | \$ 0.00 |
| 143 Intergovernmental - other | \$ 11,703.35 |
| 153 Other Accounts Receivable | \$ 0.00 |
| | \$ 1,615,430.19 |
| Loans receivable | |
| 131 Interfund | \$ 0.00 |
| 151 Other Loans Receivable | \$ 0.00 |
| | \$ 0.00 |
| 199 Other current assets | \$ 0.00 |
| RESOURCES | |
| 301 Estimated revenues (from adjusted budget) | \$ 15,676,766.00 |
| 302 Less: revenues collected or accrued | \$ (21,503,852.66) |
| | \$ (5,827,086.66) |
| TOTAL ASSETS AND RESOURCES | \$ 12,915,282.97 |

LIABILITIES AND FUND EQUITY

| LIABILITIES | |
|--|--------------|
| 401 Interfund loans payable | \$ 0.00 |
| 402 Interfund accounts payable | \$ 0.00 |
| 411 Intergovernmental accounts payable - state | \$ 0.00 |
| 412 Intergovernmental accounts payable - federal | \$ 0.00 |
| 413 Intergovernmental accounts payable - other | \$ 0.00 |
| 421 Accounts payable | \$ 44,024.68 |
| 422 Judgments payable | \$ 0.00 |
| 430 Compensated absences payable | \$ 0.00 |
| 431 Contracts payable | \$ 0.00 |
| 451 Loans payable | \$ 0.00 |
| 471 Payroll deductions and withholdings | \$ 0.00 |
| 481 Deferred revenues | \$ 0.00 |
| 499 Other current liabilities | \$ 0.00 |
| 580 Unemployment Trust Liability | \$ 0.00 |
| Total liabilities | \$ 44,024.68 |

FUND EQUITY

Appropriated:

| | | | | |
|---|-----------------|--------------------|-----------------|------------------|
| 753 Reserve for encumbrances - current year | | | \$ 7,652,584.55 | |
| 754 Reserve for encumbrances - prior year | | | \$ 1,736.35 | |
| 761 Reserved fund balance Capital Reserve - July 1, 2024 | | \$ 1,552,193.01 | | |
| 604 Add: Increase in capital reserve | | \$ 0.00 | | |
| 307 Less: Budgeted withdrawal from capital reserve - eligible costs | | \$ 0.00 | | |
| 309 Less: Budgeted withdrawal from capital reserve - excess costs | | \$ 0.00 | | |
| 317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc | | \$ 0.00 | | |
| Subtotal - capital reserve | | | \$ 1,552,193.01 | |
| 764 Reserved fund balance Maintenance Reserve - July 1, 2024 | | \$ 611,685.83 | | |
| 606 Add: Increase in maintenance reserve | | \$ 0.00 | | |
| 310 Less: Budgeted withdrawal from maintenance reserve | | \$ 0.00 | | |
| Subtotal - maintenance reserve | | | \$ 611,685.83 | |
| 769 Reserved fund balance Unemployment Fund | | \$ 0.00 | | |
| 320 Less: Budgeted withdrawal from Unemployment Fund Balance | | \$ 0.00 | | |
| Subtotal - Unemployment Reserve | | | \$ 0.00 | |
| 760 Other reserves | | | \$ 605,818.98 | |
| 771 Designated Fund Balance | | | \$ 0.00 | |
| 772 Designated Fund Balance - ARRA/SEMI | | | \$ 0.00 | |
| 601 Appropriations | | \$ 16,234,491.55 | | |
| 602 Less: expenditures | \$ 6,761,042.72 | | | |
| 603 Less: encumbrances | \$ 7,654,320.90 | \$ (14,415,363.62) | \$ 1,819,127.93 | |
| Appropriations less expenditures | | | | \$ 12,243,146.65 |
| Unappropriated: | | | | |
| 770 Fund Balance, July 1, 2024 | | | \$ 1,146,561.64 | |
| 303 Less: budgeted fund balance | | | \$ (518,450.00) | |
| Unappropriated fund balance | | | | \$ 628,111.64 |
| Total fund equity | | | | \$ 12,871,258.29 |

TOTAL LIABILITIES AND FUND EQUITY

\$ 12,915,282.97

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

| | Budgeted | Actual | Variance |
|--|--------------------|--------------------|-----------------|
| Appropriations | \$ 16,234,491.55 | \$ 14,415,363.62 | \$ 1,819,127.93 |
| Less: Revenues | \$ (15,676,766.00) | \$ (21,503,852.66) | \$ 5,827,086.66 |
| Subtotal | \$ 557,725.55 | \$ (7,088,489.04) | \$ 7,646,214.59 |
| Change in capital reserve | | | |
| Plus - Increase in reserve | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Less - Withdrawal from reserve | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Change in maintenance reserve | | | |
| Plus - Increase in reserve | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Less - Withdrawal from reserve | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Less: adjustment to appropriations for Prior Year Encumbrances | \$ (39,275.55) | \$ (39,275.55) | \$ 0.00 |
| Total current year budgeted fund balance | \$ 518,450.00 | \$ (7,127,764.59) | \$ 7,646,214.59 |
| Add: Unappropriated fund balance | | | \$ 628,111.64 |
| Total of budgeted and unappropriated fund balance | | | \$ 8,274,326.23 |

Revenues/Sources of Funds

| Acct Group | Group Title | Budgeted Est. | Transfers | Adj. Budget | Act to Date | Unrealized Under/(Over) |
|---------------------|----------------------------|----------------------|------------------|----------------------|----------------------|-------------------------|
| Recap | From Recap of Fund Balance | 518,450.00 | 39,275.55 | 557,725.55 | (7,088,489.04) | 7,646,214.59 |
| 307/309/317 | Bgtd wdrwl from cap rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 310 | Bgtd wdrwl from maint rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 52xx | From Transfers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1xxx | From Local Sources | 14,248,204.00 | 0.00 | 14,248,204.00 | 19,511,918.66 | (5,263,714.66) |
| 2xxx | From Intermediate Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3xxx | From State Sources | 1,428,562.00 | 0.00 | 1,428,562.00 | 1,991,934.00 | (563,372.00) |
| 4xxx | From Federal Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5xxx | From Other Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | | 16,195,216.00 | 39,275.55 | 16,234,491.55 | 14,415,363.62 | 1,819,127.93 |

Fund 11 (Current Expense Fund)

| Account Group | Group Title | Original Bgt | New App/Tnsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|--------------------------------------|-----------------------|----------------------|------------------|----------------------|---------------------|---------------------|---------------------|-------------------|
| Regular Programs-Instruction | | 2,134,822.00 | (27,520.49) | 2,107,301.51 | 849,267.48 | 1,104,956.07 | 153,077.96 | 417.99 |
| Regular Programs-Home Instruction | | 12,000.00 | 492.00 | 12,492.00 | 2,782.50 | 1,884.00 | 7,825.50 | 0.00 |
| Vocational Programs | | 3,854,282.00 | 10,595.87 | 3,864,877.87 | 1,389,159.81 | 2,115,329.49 | 360,388.57 | 363,099.09 |
| Co/Extra-Curricular Activities-Instr | | 89,300.00 | 570.00 | 89,870.00 | 25,270.59 | 39,487.87 | 25,111.54 | 0.00 |
| Athletic Programs-Instruction | | 195,784.00 | 0.00 | 195,784.00 | 86,523.97 | 97,279.24 | 11,980.79 | 0.00 |
| Attendance and Social Work Svcs | | 44,098.00 | 0.00 | 44,098.00 | 21,060.10 | 23,036.15 | 1.75 | 0.00 |
| Health Services | | 180,625.00 | 1,904.74 | 182,529.74 | 62,893.98 | 111,800.28 | 7,835.48 | 0.00 |
| Speech, O/T, P/T & Related Svcs | | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| Undistributed Exp-Guidance | | 750,362.00 | 1,306.20 | 751,668.20 | 344,385.74 | 391,856.57 | 15,425.89 | 0.00 |
| Undistributed Exp-Child Study Team | | 274,261.00 | 0.00 | 274,261.00 | 116,318.72 | 153,551.79 | 4,390.49 | 0.00 |
| Improvement of Instructional Svcs | | 451,633.00 | 0.00 | 451,633.00 | 229,060.88 | 219,572.12 | 3,000.00 | 0.00 |
| Library and Educ Media | | 55,948.00 | 1,311.90 | 57,259.90 | 25,617.11 | 29,511.99 | 2,130.80 | 0.00 |
| Instr. Staff Training Svcs | | 71,505.00 | 0.00 | 71,505.00 | 35,014.11 | 31,676.76 | 4,814.13 | 0.00 |
| Support Svc-General Admin | | 740,847.00 | 68,762.94 | 809,609.94 | 399,618.59 | 321,022.68 | 88,968.67 | 20,234.00 |
| Support Svc-School Admin | | 719,474.00 | 14,452.44 | 733,926.44 | 372,939.30 | 352,546.82 | 8,440.32 | 0.00 |
| Central Services | | 477,756.00 | 20,312.33 | 498,068.33 | 258,129.74 | 261,963.87 | (22,025.28) | 0.00 |
| Admin Inform Tech Support Svcs | | 378,265.00 | (4,386.53) | 373,878.47 | 185,137.88 | 175,378.12 | 13,362.47 | 0.00 |
| Required Maint. of School Fac. | | 874,080.00 | 7,052.39 | 881,132.39 | 424,667.01 | 378,017.07 | 78,448.31 | 0.00 |
| Custodial Services | | 1,085,997.00 | (1,571.40) | 1,084,425.60 | 534,066.11 | 528,162.49 | 22,197.00 | 0.00 |
| Care & Upkeep of Grounds | | 12,500.00 | 0.00 | 12,500.00 | 0.00 | 0.00 | 12,500.00 | 0.00 |
| Security | | 154,863.00 | 0.00 | 154,863.00 | 70,163.99 | 84,136.16 | 562.85 | 0.00 |
| Student Transportation Svcs | | 108,756.00 | 0.00 | 108,756.00 | 28,867.07 | 39,355.05 | 40,533.88 | 0.00 |
| Employee Benefits | | 3,314,220.00 | (77,144.97) | 3,237,075.03 | 1,291,619.04 | 1,179,137.18 | 766,318.81 | 544,967.49 |
| 606 | Increase in Maint Rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals for fund 11: | | 15,984,378.00 | 16,137.42 | 16,000,515.42 | 6,752,563.72 | 7,639,661.77 | 1,608,289.93 | 928,718.57 |

Fund 12 (Capital Outlay Fund)

| Account Group | Group Title | Original Bgt | New App/Tnsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|--|---------------------|----------------------|------------------|----------------------|---------------------|---------------------|---------------------|-------------------|
| 604 | Increase in Cap Rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Non-Inst. Equipment | | 10,000.00 | 23,933.67 | 33,933.67 | 8,479.00 | 15,454.67 | 10,000.00 | 0.00 |
| Facil Acquis/Construction Svcs | | 200,838.00 | 0.00 | 200,838.00 | 0.00 | 0.00 | 200,838.00 | 0.00 |
| Grand Totals for fund 12: | | 210,838.00 | 23,933.67 | 234,771.67 | 8,479.00 | 15,454.67 | 210,838.00 | 0.00 |
| Grand Totals for all Subfunds of Fund 10: | | 16,195,216.00 | 40,071.09 | 16,235,287.09 | 6,761,042.72 | 7,655,116.44 | 1,819,127.93 | 928,718.57 |

Revenues Summary

| Acct Group | Group Title | Budgeted Est. | Transfers | Adj. Budget | Act to Date | Unrealized Under/(Over) |
|---------------------|----------------------------|----------------------|------------------|----------------------|----------------------|-------------------------|
| Recap | From Recap of Fund Balance | 518,450.00 | 39,275.55 | 557,725.55 | (7,088,489.04) | 7,646,214.59 |
| 307/309/317 | Bgtd wdrwl from cap rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 310 | Bgtd wdrwl from maint rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-1210-000-000 | County Tax Levy | 12,838,254.00 | 0.00 | 12,838,254.00 | 19,096,124.00 | (6,257,870.00) |
| 10-1310-000-000 | ALTERNATIVE SCHOOL | 421,200.00 | 0.00 | 421,200.00 | 138,784.00 | 282,416.00 |
| 10-1311-000-000 | ACADEMY SCHOOL | 147,000.00 | 0.00 | 147,000.00 | 38,100.00 | 108,900.00 |
| 10-1315-000-000 | TUITION-VOCATIONAL | 766,750.00 | 0.00 | 766,750.00 | 197,125.00 | 569,625.00 |
| 10-1510-000-000 | INTEREST ON INVESTMENTS | 75,000.00 | 0.00 | 75,000.00 | 40,755.02 | 34,244.98 |
| 10-1990-907-000 | MISC REVENUE LOCAL SOUR | 0.00 | 0.00 | 0.00 | 729.31 | (729.31) |
| 10-1990-908-000 | OTHER | 0.00 | 0.00 | 0.00 | 181.33 | (181.33) |
| 10-1990-909-000 | CREATIVE ARTS FOR KIDS | 0.00 | 0.00 | 0.00 | 120.00 | (120.00) |
| 10-1990-910-000 | OUT OF COUNTY CHARGEBA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-3132-000-000 | CATEGORICAL SPEC ED AID | 430,108.00 | 0.00 | 430,108.00 | 593,998.40 | (163,890.40) |
| 10-3140-000-000 | VOC EXPANSION STABLIZATI | 758,269.00 | 0.00 | 758,269.00 | 1,061,576.60 | (303,307.60) |
| 10-3176-000-000 | EQUALIZATION AID | 175,460.00 | 0.00 | 175,460.00 | 245,744.00 | (70,284.00) |
| 10-3177-000-000 | CATEGORICAL SECURITY AID | 64,725.00 | 0.00 | 64,725.00 | 90,615.00 | (25,890.00) |
| 10-3178-000-000 | ADJUSTMENT AID | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-3190-000-000 | OTHER STATE AID | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-3199-000-000 | OTHER STATE AID | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-3200-000-000 | OTHER STATE AID | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-3256-000-000 | ST REIMB SOCFBA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | | 16,195,216.00 | 39,275.55 | 16,234,491.55 | 14,415,363.62 | 1,819,127.93 |

Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

| Expend. Account # | Account Title | Original Bgt | New App/Trnsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|--------------------------------------|----------------------------------|----------------------|------------------|----------------------|---------------------|---------------------|---------------------|-------------------|
| | | 2,134,822.00 | (27,520.49) | 2,107,301.51 | 849,267.48 | 1,104,956.07 | 153,077.96 | 417.99 |
| Regular Programs-Instruction | | 2,134,822.00 | (27,520.49) | 2,107,301.51 | 849,267.48 | 1,104,956.07 | 153,077.96 | 417.99 |
| | | 12,000.00 | 492.00 | 12,492.00 | 2,782.50 | 1,884.00 | 7,825.50 | 0.00 |
| Regular Programs-Home Instruction | | 12,000.00 | 492.00 | 12,492.00 | 2,782.50 | 1,884.00 | 7,825.50 | 0.00 |
| 11-310-100-610 | Auto Shop - GS | 3,843,237.00 | 10,766.87 | 3,854,003.87 | 1,381,365.62 | 2,113,406.00 | 359,232.25 | 362,819.09 |
| | | 11,045.00 | (171.00) | 10,874.00 | 7,794.19 | 1,923.49 | 1,156.32 | 280.00 |
| Vocational Programs | | 3,854,282.00 | 10,595.87 | 3,864,877.87 | 1,389,159.81 | 2,115,329.49 | 360,388.57 | 363,099.09 |
| | | 89,300.00 | 570.00 | 89,870.00 | 25,270.59 | 39,487.87 | 25,111.54 | 0.00 |
| Co/Extra-Curricular Activities-Instr | | 89,300.00 | 570.00 | 89,870.00 | 25,270.59 | 39,487.87 | 25,111.54 | 0.00 |
| | | 195,784.00 | 0.00 | 195,784.00 | 86,523.97 | 97,279.24 | 11,980.79 | 0.00 |
| Athletic Programs-Instruction | | 195,784.00 | 0.00 | 195,784.00 | 86,523.97 | 97,279.24 | 11,980.79 | 0.00 |
| | | 44,098.00 | 0.00 | 44,098.00 | 21,060.10 | 23,036.15 | 1.75 | 0.00 |
| Attendance and Social Work Svcs | | 44,098.00 | 0.00 | 44,098.00 | 21,060.10 | 23,036.15 | 1.75 | 0.00 |
| | | 180,625.00 | 1,904.74 | 182,529.74 | 62,893.98 | 111,800.28 | 7,835.48 | 0.00 |
| Health Services | | 180,625.00 | 1,904.74 | 182,529.74 | 62,893.98 | 111,800.28 | 7,835.48 | 0.00 |
| | | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| Speech, O/T, P/T & Related Svcs | | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 11-000-218-104 | Salaries-Guidance | 743,362.00 | (1,376.17) | 741,985.83 | 334,226.35 | 391,856.57 | 15,902.91 | 0.00 |
| | | 7,000.00 | 2,682.37 | 9,682.37 | 10,159.39 | 0.00 | (477.02) | 0.00 |
| Undistributed Exp-Guidance | | 750,362.00 | 1,306.20 | 751,668.20 | 344,385.74 | 391,856.57 | 15,425.89 | 0.00 |
| | | 274,261.00 | 0.00 | 274,261.00 | 116,318.72 | 153,551.79 | 4,390.49 | 0.00 |
| Undistributed Exp-Child Study Team | | 274,261.00 | 0.00 | 274,261.00 | 116,318.72 | 153,551.79 | 4,390.49 | 0.00 |
| | | 451,633.00 | 0.00 | 451,633.00 | 229,060.88 | 219,572.12 | 3,000.00 | 0.00 |
| Improvement of Instructional Svcs | | 451,633.00 | 0.00 | 451,633.00 | 229,060.88 | 219,572.12 | 3,000.00 | 0.00 |
| | | 55,948.00 | 1,311.90 | 57,259.90 | 25,617.11 | 29,511.99 | 2,130.80 | 0.00 |
| Library and Educ Media | | 55,948.00 | 1,311.90 | 57,259.90 | 25,617.11 | 29,511.99 | 2,130.80 | 0.00 |
| | | 71,505.00 | 0.00 | 71,505.00 | 35,014.11 | 31,676.76 | 4,814.13 | 0.00 |
| Instr. Staff Training Svcs | | 71,505.00 | 0.00 | 71,505.00 | 35,014.11 | 31,676.76 | 4,814.13 | 0.00 |
| | | 740,847.00 | 68,762.94 | 809,609.94 | 399,618.59 | 321,022.68 | 88,968.67 | 20,234.00 |
| Support Svc-General Admin | | 740,847.00 | 68,762.94 | 809,609.94 | 399,618.59 | 321,022.68 | 88,968.67 | 20,234.00 |
| | | 719,474.00 | 14,452.44 | 733,926.44 | 372,939.30 | 352,546.82 | 8,440.32 | 0.00 |
| Support Svc-School Admin | | 719,474.00 | 14,452.44 | 733,926.44 | 372,939.30 | 352,546.82 | 8,440.32 | 0.00 |
| 11-000-251-100 | Salaries | 477,756.00 | 5,079.63 | 482,835.63 | 242,897.04 | 261,963.87 | (22,025.28) | 0.00 |
| | | 0.00 | 15,232.70 | 15,232.70 | 15,232.70 | 0.00 | 0.00 | 0.00 |
| Central Services | | 477,756.00 | 20,312.33 | 498,068.33 | 258,129.74 | 261,963.87 | (22,025.28) | 0.00 |
| | | 378,265.00 | (4,386.53) | 373,878.47 | 185,137.88 | 175,378.12 | 13,362.47 | 0.00 |
| Admin Inform Tech Support Svcs | | 378,265.00 | (4,386.53) | 373,878.47 | 185,137.88 | 175,378.12 | 13,362.47 | 0.00 |
| | | 874,080.00 | 7,052.39 | 881,132.39 | 424,667.01 | 378,017.07 | 78,448.31 | 0.00 |
| Required Maint. of School Fac. | | 874,080.00 | 7,052.39 | 881,132.39 | 424,667.01 | 378,017.07 | 78,448.31 | 0.00 |
| | | 1,085,997.00 | (1,571.40) | 1,084,425.60 | 534,066.11 | 528,162.49 | 22,197.00 | 0.00 |
| Custodial Services | | 1,085,997.00 | (1,571.40) | 1,084,425.60 | 534,066.11 | 528,162.49 | 22,197.00 | 0.00 |
| | | 12,500.00 | 0.00 | 12,500.00 | 0.00 | 0.00 | 12,500.00 | 0.00 |
| Care & Upkeep of Grounds | | 12,500.00 | 0.00 | 12,500.00 | 0.00 | 0.00 | 12,500.00 | 0.00 |
| | | 154,863.00 | 0.00 | 154,863.00 | 70,163.99 | 84,136.16 | 562.85 | 0.00 |
| Security | | 154,863.00 | 0.00 | 154,863.00 | 70,163.99 | 84,136.16 | 562.85 | 0.00 |
| | | 108,756.00 | 0.00 | 108,756.00 | 28,867.07 | 39,355.05 | 40,533.88 | 0.00 |
| Student Transportation Svcs | | 108,756.00 | 0.00 | 108,756.00 | 28,867.07 | 39,355.05 | 40,533.88 | 0.00 |
| | | 3,314,220.00 | (77,144.97) | 3,237,075.03 | 1,291,619.04 | 1,179,137.18 | 766,318.81 | 544,967.49 |
| Employee Benefits | | 3,314,220.00 | (77,144.97) | 3,237,075.03 | 1,291,619.04 | 1,179,137.18 | 766,318.81 | 544,967.49 |
| 606 | Increase in Maint Rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Grand Totals for fund 11: | 15,984,378.00 | 16,137.42 | 16,000,515.42 | 6,752,563.72 | 7,639,661.77 | 1,608,289.93 | 928,718.57 |

Fund 12 (Capital Outlay Fund)

| Expend. Account # | Account Title | Original Bgt | New App/Trnsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|---|---------------------|---------------|---------------|---------------|--------------|--------------|---------------|------------|
| 604 | Increase in Cap Rsv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 |
| | | 10,000.00 | 23,933.67 | 33,933.67 | 8,479.00 | 15,454.67 | 10,000.00 | 0.00 |
| Non-Inst. Equipment | | 10,000.00 | 23,933.67 | 33,933.67 | 8,479.00 | 15,454.67 | 10,000.00 | 0.00 |
| | | 200,838.00 | 0.00 | 200,838.00 | 0.00 | 0.00 | 200,838.00 | 0.00 |
| Facil Acquis/Construction Svs | | 200,838.00 | 0.00 | 200,838.00 | 0.00 | 0.00 | 200,838.00 | 0.00 |
| Grand Totals for fund 12: | | 210,838.00 | 23,933.67 | 234,771.67 | 8,479.00 | 15,454.67 | 210,838.00 | 0.00 |
| Grand Totals for all Subfunds of Fund 10: | | 16,195,216.00 | 40,071.09 | 16,235,287.09 | 6,761,042.72 | 7,655,116.44 | 1,819,127.93 | 928,718.57 |

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS

| | | |
|------------------------------------|----------------|----------------|
| 101 Cash in checking account | \$ (17,304.41) | |
| 102-106 Other cash equivalents | \$ 0.00 | |
| Total cash | | \$ (17,304.41) |
| 111 Investments | | \$ 0.00 |
| 114 Investment interest receivable | | \$ 0.00 |
| 121 Tax levy receivable | | \$ 0.00 |
| Accounts receivable | | |
| 132 Interfund | \$ 0.00 | |
| 141 Intergovernmental - state | \$ (12,882.78) | |
| 142 Intergovernmental - federal | \$ 56,738.68 | |
| 143 Intergovernmental - other | \$ (12,817.00) | |
| 153 Other Accounts Receivable | \$ 0.00 | |
| | | \$ 31,038.90 |
| Loans receivable | | |
| 131 Interfund | \$ 0.00 | |
| 151 Other Loans Receivable | \$ 0.00 | |
| | | \$ 0.00 |
| 199 Other current assets | | \$ 0.00 |

RESOURCES

| | | |
|---|-----------------|----------------------|
| 301 Estimated revenues (from adjusted budget) | \$ 1,023,201.40 | |
| 302 Less: revenues collected or accrued | \$ (237,556.19) | |
| | | \$ 785,645.21 |
| TOTAL ASSETS AND RESOURCES | | \$ 799,379.70 |

LIABILITIES AND FUND EQUITY

LIABILITIES

| | | |
|--|--|----------------------|
| 401 Interfund loans payable | | \$ 0.00 |
| 402 Interfund accounts payable | | \$ 0.00 |
| 411 Intergovernmental accounts payable - state | | \$ 178,664.88 |
| 412 Intergovernmental accounts payable - federal | | \$ 0.00 |
| 413 Intergovernmental accounts payable - other | | \$ 0.00 |
| 421 Accounts payable | | \$ (43,597.67) |
| 422 Judgments payable | | \$ 0.00 |
| 430 Compensated absences payable | | \$ 0.00 |
| 431 Contracts payable | | \$ 0.00 |
| 451 Loans payable | | \$ 0.00 |
| 481 Deferred revenues | | \$ (695.00) |
| 499 Other current liabilities | | \$ 0.00 |
| Total liabilities | | <u>\$ 134,372.21</u> |

FUND EQUITY

Appropriated:

| | | | | | | | |
|--|----|------------|----|--------------|------------|------------|---------------|
| 753 Reserve for encumbrances - current year | | | | \$ | 293,949.06 | | |
| 754 Reserve for encumbrances - prior year | | | | \$ | 58,860.47 | | |
| 758 Reserved fund balance Student Activities | | | | \$ | 0.00 | | |
| 759 Reserved fund balance Scholarships | | | | \$ | 0.00 | | |
| 760 Other reserves | | | | \$ | 0.00 | | |
| 771 Designated Fund Balance | | | | \$ | 0.00 | | |
| 601 Appropriations | | | \$ | 1,082,061.87 | | | |
| 602 Less: expenditures | \$ | 417,054.38 | | | | | |
| 603 Less: encumbrances | \$ | 352,809.53 | \$ | (769,863.91) | \$ | 312,197.96 | |
| Appropriations less expenditures | | | | | | | \$ 665,007.49 |
| Unappropriated: | | | | | | | |
| 770 Fund Balance, July 1, 2024 | | | | \$ | 0.00 | | |
| 303 Less: budgeted fund balance | | | | \$ | 0.00 | | |
| Unappropriated fund balance | | | | | | | \$ 0.00 |
| Total fund equity | | | | | | | \$ 665,007.49 |
| TOTAL LIABILITIES AND FUND EQUITY | | | | | | | \$ 799,379.70 |

Revenues/Sources of Funds

| Acct Group | Group Title | Budgeted Est. | Transfers | Adj. Budget | Act to Date | Unrealized Under/(Over) |
|---------------------|---------------------------|---------------------|------------------|---------------------|-------------------|-------------------------|
| Info Only | Revenue Req'd to Balance | 0.00 | 58,860.47 | 58,860.47 | 532,307.72 | (473,447.25) |
| 52xx | From Transfers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1xxx | From Local Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2xxx | From Intermediate Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3xxx | From State Sources | 542,020.00 | 495.52 | 542,515.52 | 72,582.00 | 469,933.52 |
| 4xxx | From Federal Sources | 465,054.00 | 15,631.88 | 480,685.88 | 164,974.19 | 315,711.69 |
| 5xxx | From Other Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | | 1,007,074.00 | 74,987.87 | 1,082,061.87 | 769,863.91 | 312,197.96 |

Fund 20 (Special Revenue Fund)

| Account Group | Group Title | Original Bgt | New App/Trnsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|----------------------------------|-------------|---------------------|------------------|---------------------|-------------------|-------------------|-------------------|-------------|
| Title I Improving Basic Programs | | 41,766.00 | 2,327.69 | 44,093.69 | 28,992.13 | 13,453.92 | 1,647.64 | 0.00 |
| IDEA Part B | | 92,053.00 | 0.00 | 92,053.00 | 70,793.00 | 21,260.00 | 0.00 | 0.00 |
| Title IIA | | 8,758.00 | 930.00 | 9,688.00 | 4,837.00 | 955.00 | 3,896.00 | 0.00 |
| Title IV DFSCA Carryover | | 10,000.00 | 3,000.00 | 13,000.00 | 4,989.00 | 0.00 | 8,011.00 | 0.00 |
| VICA Statewide | | 158,500.00 | 495.52 | 158,995.52 | 61,138.94 | 79,669.36 | 18,187.22 | 0.00 |
| C Perkins Grant | | 297,973.00 | 0.00 | 297,973.00 | 56,342.73 | 43,276.89 | 198,353.38 | 0.00 |
| C Perkins Grant Reserve | | 14,504.00 | 0.00 | 14,504.00 | 7,410.20 | 6,354.00 | 739.80 | 0.00 |
| School Based Linkages | | 383,520.00 | 0.00 | 383,520.00 | 173,177.19 | 128,979.89 | 81,362.92 | 0.00 |
| ARP ESSER Grant | | 0.00 | 9,374.19 | 9,374.19 | 9,374.19 | 0.00 | 0.00 | 0.00 |
| Grand Totals for fund 20: | | 1,007,074.00 | 16,127.40 | 1,023,201.40 | 417,054.38 | 293,949.06 | 312,197.96 | 0.00 |

Revenues Summary

| Acct Group | Group Title | Budgeted Est. | Transfers | Adj. Budget | Act to Date | Unrealized Under/(Over) |
|---------------------|--------------------------|---------------------|------------------|---------------------|-------------------|-------------------------|
| Info Only | Revenue Req'd to Balance | 0.00 | 58,860.47 | 58,860.47 | 532,307.72 | (473,447.25) |
| 20-3257-492-000 | SDA EMERGENT/CAP MAINT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-3260-334-000 | CTSO - SKILLS C/O | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-3260-335-000 | CTSO-SKILLS | 158,500.00 | 495.52 | 158,995.52 | 72,582.00 | 86,413.52 |
| 20-3290-431-000 | LINKAGES - C/O | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-3290-432-000 | SCHOOL BASED-LINKAGES | 383,520.00 | 0.00 | 383,520.00 | 0.00 | 383,520.00 |
| 20-4411-231-000 | TITLE I A IMPR BASIC PRO | 41,766.00 | 2,327.69 | 44,093.69 | 21,750.00 | 22,343.69 |
| 20-4412-231-000 | TITLE IA CO | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4420-250-000 | IDEA Part B | 92,053.00 | 0.00 | 92,053.00 | 62,076.00 | 29,977.00 |
| 20-4430-362-000 | C. PERKINS SECONDARY | 297,973.00 | 0.00 | 297,973.00 | 56,343.00 | 241,630.00 |
| 20-4430-363-000 | C. PERKINS RESERVE | 14,504.00 | 0.00 | 14,504.00 | 7,410.00 | 7,094.00 |
| 20-4451-273-000 | TITLE II A TRAIN/RECRUIT | 8,758.00 | 930.00 | 9,688.00 | 3,032.00 | 6,656.00 |
| 20-4451-274-000 | TITLE II CO | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4471-281-000 | TITLE IV SAFE/DRUG FREE | 10,000.00 | 3,000.00 | 13,000.00 | 4,989.00 | 8,011.00 |
| 20-4534-483-000 | CRRSA ACT-ESSER II | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4535-484-000 | CRRSA ACT-LEARN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4536-485-000 | CRRSA ACT-MENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4540-487-000 | ARP ESSER | 0.00 | 9,374.19 | 9,374.19 | 9,374.19 | 0.00 |
| 20-4541-488-000 | ARP ESSER ACC LEARN COA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4542-489-000 | ARP ESSER EVD-BASE SUMMI | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4543-490-000 | ARP ESSER EVD BASE BTSD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20-4544-491-000 | ARP ESSER NJTSS MEN HEAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | | 1,007,074.00 | 74,987.87 | 1,082,061.87 | 769,863.91 | 312,197.96 |

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

| Expend. Account # | Account Title | Original Bgt | New App/Trnsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|----------------------------------|--------------------------|--------------|---------------|--------------|--------------|--------------|---------------|---------|
| | | 41,766.00 | 2,327.69 | 44,093.69 | 28,992.13 | 13,453.92 | 1,647.64 | 0.00 |
| Title I Improving Basic Programs | | 41,766.00 | 2,327.69 | 44,093.69 | 28,992.13 | 13,453.92 | 1,647.64 | 0.00 |
| | | 92,053.00 | 0.00 | 92,053.00 | 70,793.00 | 21,260.00 | 0.00 | 0.00 |
| IDEA Part B | | 92,053.00 | 0.00 | 92,053.00 | 70,793.00 | 21,260.00 | 0.00 | 0.00 |
| | | 8,758.00 | 930.00 | 9,688.00 | 4,837.00 | 955.00 | 3,896.00 | 0.00 |
| Title IIA | | 8,758.00 | 930.00 | 9,688.00 | 4,837.00 | 955.00 | 3,896.00 | 0.00 |
| | | 10,000.00 | 3,000.00 | 13,000.00 | 4,989.00 | 0.00 | 8,011.00 | 0.00 |
| Title IV DFSCA Carryover | | 10,000.00 | 3,000.00 | 13,000.00 | 4,989.00 | 0.00 | 8,011.00 | 0.00 |
| 20-335-200-100 | CTSO-PERSONAL SVC SALARY | 143,316.00 | (700.00) | 142,616.00 | 47,538.56 | 79,669.36 | 15,408.08 | 0.00 |
| 20-335-200-200 | CTSO-EMPLOYEE BENEFITS | 10,965.00 | 0.00 | 10,965.00 | 10,965.00 | 0.00 | 0.00 | 0.00 |
| 20-335-200-580 | CTSO-TRAVEL | 3,723.00 | 1,195.52 | 4,918.52 | 2,635.38 | 0.00 | 2,283.14 | 0.00 |
| 20-335-200-600 | CTSO-SUPPLIES | 496.00 | 0.00 | 496.00 | 0.00 | 0.00 | 496.00 | 0.00 |
| VICA Statewide | | 158,500.00 | 495.52 | 158,995.52 | 61,138.94 | 79,669.36 | 18,187.22 | 0.00 |
| | | 297,973.00 | 0.00 | 297,973.00 | 56,342.73 | 43,276.89 | 198,353.38 | 0.00 |
| C Perkins Grant | | 297,973.00 | 0.00 | 297,973.00 | 56,342.73 | 43,276.89 | 198,353.38 | 0.00 |
| | | 14,504.00 | 0.00 | 14,504.00 | 7,410.20 | 6,354.00 | 739.80 | 0.00 |
| C Perkins Grant Reserve | | 14,504.00 | 0.00 | 14,504.00 | 7,410.20 | 6,354.00 | 739.80 | 0.00 |
| | | 383,520.00 | 0.00 | 383,520.00 | 173,177.19 | 128,979.89 | 81,362.92 | 0.00 |
| School Based Linkages | | 383,520.00 | 0.00 | 383,520.00 | 173,177.19 | 128,979.89 | 81,362.92 | 0.00 |
| | | 0.00 | 9,374.19 | 9,374.19 | 9,374.19 | 0.00 | 0.00 | 0.00 |
| ARP ESSER Grant | | 0.00 | 9,374.19 | 9,374.19 | 9,374.19 | 0.00 | 0.00 | 0.00 |
| Grand Totals for fund 20: | | 1,007,074.00 | 16,127.40 | 1,023,201.40 | 417,054.38 | 293,949.06 | 312,197.96 | 0.00 |

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS

| | | |
|------------------------------------|------------------|------------------|
| 101 Cash in checking account | \$ 2,636,523.96 | |
| 102-106 Other cash equivalents | \$ 0.00 | |
| Total cash | | \$ 2,636,523.96 |
| 111 Investments | | \$ 0.00 |
| 114 Investment interest receivable | | \$ 0.00 |
| 121 Tax levy receivable | | \$ 0.00 |
| Accounts receivable | | |
| 132 Interfund | \$ 0.00 | |
| 141 Intergovernmental - state | \$ 0.00 | |
| 142 Intergovernmental - federal | \$ 0.00 | |
| 143 Intergovernmental - other | \$ 23,227,928.99 | |
| 153 Other Accounts Receivable | \$ 0.00 | |
| | | \$ 23,227,928.99 |
| Loans receivable | | |
| 131 Interfund | \$ 0.00 | |
| 151 Other Loans Receivable | \$ 0.00 | |
| | | \$ 0.00 |
| 199 Other current assets | | \$ 0.00 |

RESOURCES

| | | |
|---|-------------------|-------------------------|
| 301 Estimated revenues (from adjusted budget) | \$ 0.00 | |
| 302 Less: revenues collected or accrued | \$ (8,154,726.75) | |
| | | \$ (8,154,726.75) |
| TOTAL ASSETS AND RESOURCES | | \$ 17,709,726.20 |

LIABILITIES AND FUND EQUITY

LIABILITIES

| | | |
|--|--|----------------------|
| 401 Interfund loans payable | | \$ 0.00 |
| 402 Interfund accounts payable | | \$ 168,064.85 |
| 411 Intergovernmental accounts payable - state | | \$ 0.00 |
| 412 Intergovernmental accounts payable - federal | | \$ 0.00 |
| 413 Intergovernmental accounts payable - other | | \$ 0.00 |
| 421 Accounts payable | | \$ 0.00 |
| 422 Judgments payable | | \$ 0.00 |
| 430 Compensated absences payable | | \$ 0.00 |
| 431 Contracts payable | | \$ 0.00 |
| 451 Loans payable | | \$ 0.00 |
| 481 Deferred revenues | | \$ 0.00 |
| 499 Other current liabilities | | \$ 0.00 |
| Total liabilities | | <u>\$ 168,064.85</u> |

FUND EQUITY

Appropriated:

| | | | | | |
|---|----|---------------|---------------|---------------------|---------------|
| 753 Reserve for encumbrances - current year | | | \$ | 49,250.00 | |
| 754 Reserve for encumbrances - prior year | | | \$ | 13,735,343.70 | |
| 760 Other reserves | | | \$ | 0.00 | |
| 771 Designated Fund Balance | | | \$ | 0.00 | |
| 601 Appropriations | | \$ | 26,914,768.09 | | |
| 602 Less: expenditures | \$ | 9,393,421.51 | | | |
| 603 Less: encumbrances | \$ | 13,784,593.70 | \$ | (23,178,015.21) | \$ |
| Appropriations less expenditures | | | | <u>3,736,752.88</u> | \$ |
| | | | | | 17,521,346.58 |

Unappropriated:

| | | | | | |
|---------------------------------|--|--|----|----------------|----------------------|
| 770 Fund Balance, July 1, 2024 | | | \$ | 3,895,151.63 | |
| 303 Less: budgeted fund balance | | | \$ | (3,874,836.86) | |
| Unappropriated fund balance | | | | | \$ |
| Total fund equity | | | | | <u>20,314.77</u> |
| | | | | | <u>17,541,661.35</u> |

TOTAL LIABILITIES AND FUND EQUITY

\$ 17,709,726.20

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------------------|---------------------------|-------------------------|
| Appropriations | \$ 26,914,768.09 | \$ 23,178,015.21 | \$ 3,736,752.88 |
| Less: Revenues | \$ 0.00 | \$ (8,154,726.75) | \$ 8,154,726.75 |
| Subtotal | <u>\$ 26,914,768.09</u> | <u>\$ 15,023,288.46</u> | <u>\$ 11,891,479.63</u> |
| Less: adjustment to appropriations for Prior Year Encumbrances | <u>\$ (23,039,931.23)</u> | <u>\$ (23,039,931.23)</u> | <u>\$ 0.00</u> |
| Total current year budgeted fund balance | \$ 3,874,836.86 | \$ (8,016,642.77) | \$ 11,891,479.63 |
| Add: Unappropriated fund balance | | | <u>\$ 20,314.77</u> |
| Total of budgeted and unappropriated fund balance | | | <u>\$ 11,911,794.40</u> |

Revenues/Sources of Funds

| Acct Group | Group Title | Budgeted Est. | Transfers | Adj. Budget | Act to Date | Unrealized Under/(Over) |
|---------------------|----------------------------|---------------|----------------------|----------------------|----------------------|-------------------------|
| Recap | From Recap of Fund Balance | 0.00 | 26,914,768.09 | 26,914,768.09 | 15,023,288.46 | 11,891,479.63 |
| 52xx | From Transfers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1xxx | From Local Sources | 23,227,928.99 | 0.00 | 23,227,928.99 | 8,154,726.75 | 15,073,202.24 |
| 2xxx | From Intermediate Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3xxx | From State Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4xxx | From Federal Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5xxx | From Other Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grand Totals | | 0.00 | 26,914,768.09 | 26,914,768.09 | 23,178,015.21 | 3,736,752.88 |

Fund 30 (Capital Projects Fund)

| Account Group | Group Title | Original Bgt | New App/Tmsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|------------------|----------------------------------|--------------|----------------------|----------------------|---------------------|----------------------|---------------------|-------------|
| Capital Projects | | 0.00 | 26,933,773.84 | 26,933,773.84 | 9,393,421.51 | 13,803,599.45 | 3,736,752.88 | 0.00 |
| | Grand Totals for fund 30: | 0.00 | 26,933,773.84 | 26,933,773.84 | 9,393,421.51 | 13,803,599.45 | 3,736,752.88 | 0.00 |

Revenues Summary

| Acct Group | Group Title | Budgeted Est. | Transfers | Adj. Budget | Act to Date | Unrealized Under/(Over) |
|---------------------|----------------------------|---------------|----------------------|----------------------|----------------------|-------------------------|
| Recap | From Recap of Fund Balance | 0.00 | 26,914,768.09 | 26,914,768.09 | 15,023,288.46 | 11,891,479.63 |
| 30-1210-000-000 | NEW CTE BUILDING | 21,139,533.91 | 0.00 | 21,139,533.91 | 6,977,083.39 | 14,162,450.52 |
| 30-1210-218-000 | COUNTY CAPITAL 2018 | 1,309.02 | 0.00 | 1,309.02 | 1,309.02 | 0.00 |
| 30-1210-219-000 | COUNTY CAPITAL 2019 | 912,086.06 | 0.00 | 912,086.06 | 231,515.60 | 680,570.46 |
| 30-1210-221-000 | COUNTY CAPITAL 2021 | 275,000.00 | 0.00 | 275,000.00 | 44,818.74 | 230,181.26 |
| 30-1210-GYM-00AUX | GYM CAP PROJ | 900,000.00 | 0.00 | 900,000.00 | 900,000.00 | 0.00 |
| Grand Totals | | 0.00 | 26,914,768.09 | 26,914,768.09 | 23,178,015.21 | 3,736,752.88 |

Minimum Expense General Ledger Report

Fund 30 (Capital Projects Fund)

| Expend. Account # | Account Title | Original Bgt | New App/Tmsf | Revised Bgt | Expenditures | Encumbrances | Avail Balance | Refunds |
|-------------------|----------------------------------|--------------|----------------------|----------------------|---------------------|----------------------|---------------------|-------------|
| Capital Projects | | 0.00 | 26,933,773.84 | 26,933,773.84 | 9,393,421.51 | 13,803,599.45 | 3,736,752.88 | 0.00 |
| | Grand Totals for fund 30: | 0.00 | 26,933,773.84 | 26,933,773.84 | 9,393,421.51 | 13,803,599.45 | 3,736,752.88 | 0.00 |

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Raelene Sipple, Bus Adm/Bd Secy

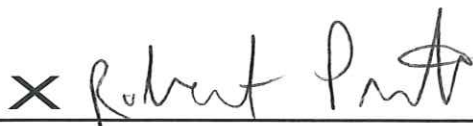
Date

Board of Education

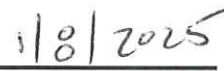
**Somerset County Vocational
All Funds
For Month Ended: December 2024**

CASH REPORT

| Governmental Funds | Beginning Balance | Deposits | Disbursements | Ending Balance |
|----------------------------------|--------------------------|------------------------|--------------------------|------------------------|
| General Fund (10) | \$ 1,929,529.86 | \$ 1,783,587.55 | \$ (1,588,310.81) | \$ 2,124,806.60 |
| Capital Reserve (10-16) | \$ 1,552,193.01 | \$ - | \$ - | \$ 1,552,193.01 |
| Maintenance Reserve (10-17) | \$ 611,685.83 | \$ - | \$ - | \$ 611,685.83 |
| Special Revenue Fund (20) | \$ (42,147.49) | \$ 183,487.00 | \$ (158,643.92) | \$ (17,304.41) |
| Capital Project Fund (30) | \$ 1,700,636.63 | \$ 2,319,783.32 | \$ (1,383,895.99) | \$ 2,636,523.96 |
| Total Governmental Funds | \$ 5,751,897.84 | \$ 4,286,857.87 | \$ (3,130,850.72) | \$ 6,907,904.99 |
| Summer Savings Acct #6028 | \$ 75,545.76 | \$ 25,181.92 | \$ - | \$ 100,727.68 |
| Enterprise Fund (60) Café # 1253 | \$ 33,771.36 | \$ 12,576.99 | \$ - | \$ 46,348.35 |
| Payroll Fund (70) Acct #5868 | \$ - | \$ 564,274.88 | \$ (564,274.88) | \$ - |
| Agency Fund (90) Acct #9311 | \$ - | \$ 437,933.78 | \$ (437,933.78) | \$ - |
| Student Activities Acct#1043 | \$ 161,070.45 | \$ 14,404.31 | \$ (4,427.08) | \$ 171,047.68 |
| Total Trust & Agency | \$ 270,387.57 | \$ 1,054,371.88 | \$ (1,006,635.74) | \$ 318,123.71 |
| Grand Totals | \$ 6,022,285.41 | \$ 5,341,229.75 | \$ (4,137,486.46) | \$ 7,226,028.70 |



Robert Presuto
Superintendent



Date

Bank Reconciliation
Operating Account #1199
December 31, 2024

Books

| | |
|-----------------------|------------------------|
| Beginning Balance | \$ 5,751,897.84 |
| Deposits | \$ 4,286,857.87 |
| Disbursements | \$ (3,130,850.72) |
| Ending Balance | \$ 6,907,904.99 |

Bank

| | |
|---|------------------------|
| Ending Balance | \$ 7,034,449.93 |
| Outstanding Checks | (\$121,387.74) |
| Deposit overstated by .30 28,220.11 S/B 28,219.81 | \$ (0.30) |
| Deposit overstated by 0.01 | \$ (0.01) |
| DIT TRF Cafeteria Funds 1-2-25 | \$ (5,156.89) |
| Ending Balance | \$ 6,907,904.99 |

| Outstanding Checks | Year | Month | Check # | Amount |
|--------------------|---------------|---------------|---------|-------------------|
| | | 2024 February | 80161 | \$79.98 |
| | Feb-24 | | | \$79.98 |
| | | 2024 June | 80702 | \$407.00 |
| | Jun-24 | | | \$407.00 |
| | | 2024 August | 80866 | \$20.68 |
| | Aug-24 | | | \$20.68 |
| | | 2024 October | 81097 | \$100.00 |
| | | 2024 October | 81144 | \$200.00 |
| | | 2024 October | 81162 | \$944.35 |
| | 24-Oct | | | \$1,244.35 |
| | | 2024 November | 81239 | \$3,400.00 |
| | | 2024 November | 81248 | \$346.82 |
| | | 2024 November | 81253 | \$142.68 |
| | | 2024 November | 81297 | \$200.00 |
| | | 2024 November | 81307 | \$1,192.50 |
| | Nov-24 | | | \$5,282.00 |
| | | 2024 December | 81321 | \$450.00 |
| | | 2024 December | 81323 | \$30,624.00 |
| | | 2024 December | 81336 | \$481.41 |
| | | 2024 December | 81337 | \$407.50 |

Bank Reconciliation
Operating Account #1199
December 31, 2024

| | | |
|-------------------------------------|-------|---------------------|
| 2024 December | 81338 | \$1,050.00 |
| 2024 December | 81339 | \$329.46 |
| 2024 December | 81341 | \$8,924.12 |
| 2024 December | 81342 | \$2,887.50 |
| 2024 December | 81346 | \$125.00 |
| 2024 December | 81347 | \$480.00 |
| 2024 December | 81353 | \$1,133.00 |
| 2024 December | 81357 | \$56.50 |
| 2024 December | 81359 | \$3,334.51 |
| 2024 December | 81361 | \$1,160.00 |
| 2024 December | 81376 | \$200.00 |
| 2024 December | 81379 | \$185.00 |
| 2024 December | 81380 | \$50.00 |
| 2024 December | 81392 | \$840.00 |
| 2024 December | 81398 | \$400.00 |
| 2024 December | 81401 | \$55.00 |
| 2024 December | 81405 | \$22.96 |
| 2024 December | 81406 | \$40,450.00 |
| 2024 December | 81409 | \$7,800.00 |
| 2024 December | 81412 | \$12,907.77 |
| Dec-24 | | \$114,353.73 |
| Total All Outstanding Checks | | \$121,387.74 |

Bank Reconciliation
Summer Savings Account # 6028
December 31, 2024

| Books | |
|-----------------------|----------------------|
| Beginning Balance | \$ 75,545.76 |
| Deposits | \$ 25,181.92 |
| Disbursements | \$ - |
| Ending Balance | \$ 100,727.68 |

| Bank | |
|-----------------------|-------------|
| Ending Balance | \$ - |
| Outstanding Checks | \$ - |
| Ending Balance | \$ - |

Bank Reconciliation
Cafeteria Account #1253
December 31, 2024

Books

| | |
|-----------------------|---------------------|
| Beginning Balance | \$ 33,771.36 |
| Deposits | \$ 12,576.99 |
| Disbursements | \$ - |
| Ending Balance | \$ 46,348.35 |

Bank

| | |
|---|---------------------|
| Ending Balance | \$ 41,238.77 |
| DIT Cafe from Operating (TRF on 1-2-25) | \$ 5,156.89 |
| Outstanding Checks | \$ (47.31) |
| Ending Balance | \$ 46,348.35 |

| Outstanding Checks | Year | Month | Check # | Amount |
|---|------|-------|---------|-----------------|
| | 2024 | June | 1795 | \$ 47.05 |
| Bank only cleared ck# 1797 \$16.14 | 2024 | June | 1797 | \$ 0.26 |
| Total | | | | \$ 47.31 |

Bank Reconciliation
Payroll Account #5868
December 31, 2024

| Books | |
|-----------------------|-----------------|
| Beginning Balance | \$ - |
| Deposits | \$ 564,174.88 |
| DIT Deposit 1-2-25 | \$ 100.00 |
| Disbursements | \$ (564,274.88) |
| Ending Balance | \$ - |

| Bank | |
|------------------------|-------------|
| Ending Balance | \$ - |
| DIT Deposit Jan 1-2-25 | \$ 100.00 |
| Outstanding Checks | \$ (100.00) |
| Ending Balance | \$ - |

| Outstanding Checks | Year | Month | Check # | Amount |
|---------------------------|-------------|--------------|----------------|------------------|
| | 2024 | December | 24553 | \$ 100.00 |
| Total | | | | \$ 100.00 |

Bank Reconciliation
Agency Account # 9311
December 31, 2024

| Books | |
|-----------------------|-----------------|
| Beginning Balance | \$ - |
| Deposits | \$ 437,933.78 |
| Disbursements | \$ (437,933.78) |
| Ending Balance | \$ - |

| Bank | |
|-----------------------|---------------|
| Ending Balance | \$ 3,013.29 |
| Outstanding Checks | \$ (3,013.29) |
| Ending Balance | \$ - |

| Outstanding Checks | Month | Check # | Amount |
|---------------------------|--------------|----------------|-------------------|
| | December | 20641 | \$1,471.02 |
| | December | 912302404 | \$294.06 |
| | December | 912302409 | \$1,248.21 |
| Total | | | \$3,013.29 |

Bank Reconciliation
Student Activities Account # 1043
December 31, 2024

Books

| | |
|-----------------------|----------------------|
| Beginning Balance | \$ 161,070.45 |
| Deposits | \$ 14,404.31 |
| Disbursements | \$ (4,427.08) |
| Ending Balance | \$ 171,047.68 |

Bank

| | |
|-----------------------|----------------------|
| Ending Balance | \$ 172,933.93 |
| DIT | \$ 145.00 |
| Outstanding Checks | \$ (2,031.25) |
| Ending Balance | \$ 171,047.68 |

| Outstanding Checks | Year | Month | Check # | Amount |
|--------------------|------|-----------|---------|--------------------|
| | 2024 | January | 6774 | \$ 39.49 |
| | 2024 | March | 6825 | \$ 36.96 |
| | 2024 | May | 6899 | \$ 5.00 |
| | 2024 | June | 6916 | \$ 325.00 |
| | 2024 | June | 6953 | \$ 31.80 |
| | 2024 | August | 5430 | \$ 470.00 |
| | 2024 | September | 6971 | \$ 333.00 |
| | 2024 | October | 6985 | \$ 400.00 |
| | 2024 | December | 7022 | \$ 90.00 |
| | 2024 | December | 7025 | \$ 300.00 |
| Total | | | | \$ 2,031.25 |

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Somerset County Vocational Board of Education Budget Transfers printed on 1/7/2025

Report Includes Effective Dates from Dec 01, 2024 to Dec 31, 2024

| <u>Date</u> | <u>Source Account/Title</u> | <u>Target Account/Title</u> | <u>Comments</u> | <u>Amount</u> |
|-------------|--|--|--------------------|---------------|
| 12/05/24 | 11-310-100-320-060-000 PAYMENT - RVCC | 11-310-100-320-011-000 PURCH PROF-ED SERVICES | December Transfers | 480.00 |
| 12/11/24 | 11-000-291-270-008-003 DENTAL INSURANCE | 11-000-262-520-008-000 INSURANCE | December Transfers | 7,000.00 |
| 12/11/24 | 11-000-291-270-008-000 MEDICAL PREMIUM | 11-000-262-520-008-000 INSURANCE | December Transfers | 5,440.00 |
| 12/11/24 | 11-000-291-270-008-000 MEDICAL PREMIUM | 11-000-262-520-008-003 AUTOMOBILE INSURANCE | December Transfers | 6,442.00 |
| 12/11/24 | 11-000-291-270-008-000 MEDICAL PREMIUM | 11-000-230-590-008-000 OTHER PURCH SERV (400-50 | December Transfers | 42,196.00 |
| 12/13/24 | 11-140-100-610-016-000 HIGH SCH TECH SUPPLIES | 11-310-100-610-016-000 SUPPLIES-TECHNOLOGY | December Transfers | 15,447.70 |
| 12/13/24 | 11-140-100-610-016-000 HIGH SCH TECH SUPPLIES | 12-000-100-730-016-000 TECH EQUIPMENT FOR INSTR | December Transfers | 15,454.67 |
| 12/31/24 | 11-310-100-640-011-000 TEXTBOOKS - VOCATIONAL | 11-000-291-270-008-001 FSA-BENEFITS | December Transfers | 3,009.63 |
| 12/31/24 | 11-000-291-241-008-000 PERS CONTRIBUTION | 11-000-218-104-005-001 EXTRA HOURS | December Transfers | 477.02 |
| 12/31/24 | 11-000-291-241-008-000 PERS CONTRIBUTION | 11-000-251-330-008-001 ACCOUNT/PAYROLL SOFTWARE | December Transfers | 21,152.00 |
| 12/31/24 | 11-000-291-241-008-000 PERS CONTRIBUTION | 11-000-251-592-008-000 BUS OFFICE TRAVEL/COPIER | December Transfers | 3,370.98 |
| 12/31/24 | 11-140-100-610-003-000 SUPPLIES - HS | 11-000-251-592-008-000 BUS OFFICE TRAVEL/COPIER | December Transfers | 1,328.02 |
| 12/31/24 | 11-140-100-610-003-000 SUPPLIES - HS | 11-000-291-270-008-001 FSA-BENEFITS | December Transfers | 671.98 |
| 12/31/24 | 11-310-100-610-011-000 CAREER TECHNICAL ED | 11-000-291-270-008-001 FSA-BENEFITS | December Transfers | 2,000.00 |

The total of all transfers within fund 10 is: **124,470.00**

| <u>Date</u> | <u>Source Account/Title</u> | <u>Target Account/Title</u> | <u>Comments</u> | <u>Amount</u> |
|-------------|--|---|-----------------|---------------|
| 12/31/24 | 20-231-200-100-023-000 TITLE I SUPPORT SALARY | 20-231-200-200-023-000 TITLE I FRINGE BENEFITS | Title I Adj | 165.00 |
| 12/31/24 | 20-231-200-100-023-000 TITLE I SUPPORT SALARY | 20-231-100-101-023-000 TITLE I -SALARY INSTRUC | Title I Adj | 2,162.69 |
| 12/31/24 | 20-231-100-106-023-000 SALARIES OF AIDES | 20-231-100-101-023-000 TITLE I -SALARY INSTRUC | Title I Adj | 4,409.00 |

The total of all transfers within fund 20 is: **6,736.69**

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