

**LAKEWOOD BOARD OF EDUCATION
LAKEWOOD PUBLIC SCHOOLS
LAKEWOOD, NEW JERSEY**

**PUBLIC MEETING – 6:30 P.M.
REGULAR MEETING – LIVE-STREAMED
PUBLIC QUESTION– 6:30 P.M. TO 7:30 P.M.
(EMAILED TO: boemeeting@lakewoodpiners.org.)**

**WEDNESDAY, AUGUST 12, 2020
THROUGH DISTRICT WEBSITE**

AGENDA

- I. PLEDGE OF ALLEGIANCE** – Kevin Campbell, Assistant Business Administrator/Board Secretary

At 6:51 p.m., Kevin Campbell, Assistant Business Administrator/Board Secretary called the meeting to order. Mr. Campbell read the Sunshine Law and did Roll Call.

SUNSHINE LAW

Pursuant to the provisions of Chapter 231, of the Laws of 1976 (THE OPEN PUBLIC MEETINGS ACT), Mr. Campbell notified the public that notice of the date, time, location and agenda of this meeting, to the extent known, was provided at least forty-eight (48) hours prior to the commencement of this meeting in the following manner:

1. By posting such notice on the District Website and the front doors of the Lakewood Board of Education Offices.
2. By e-mailing such notice to the office of the Asbury Park Press and the Lakewood Scoop.
3. By filing such notice with the Board Secretary.
4. By mailing such notice to all individuals who requested and paid for a copy of same.

II. ROLL CALL

Board Members Present: Mr. Meir Grunhut
Mrs. Thea Jackson-Byers
Mr. Chanina Nakdimen
Mr. Heriberto Rodriguez
Mr. Shlomie Stern
Mr. Moshe Bender

Board Members Absent: Mrs. Ada Gonzalez
Mr. Bentizion Treisser
Mr. Isaac Zlatkin

Also Attending: Mrs. Laura A. Winters, Superintendent
Mr. Kevin Campbell, Assistant Business Administrator/Board Secretary
Mr. Robert S. Finger, Coordinator of Fiscal Services
Mr. David Shafter, State Monitor
Mr. Michael I. Inzelbuch, Esq., General Counsel
Mrs. Diane Piasentini, QPA
Mrs. Jo-Ann Zsamba, Executive Administrative Professional
Mrs. Ana Faone, Meeting translator
Mr. James Korwan, Court Reporter
Mr. Charles DePeri, Facilities Manager
Mr. Jeffrey Frantz, Assistant Facilities Manager

III. EXECUTIVE SESSION - RESOLUTION

BE IT RESOLVED by the Lakewood Township Board of Education that:

1. It does hereby determine that it is necessary to meet in Executive Session to discuss matters of personnel, involving specific individuals, negotiations, anticipated litigation and/or alleged incidents of Harassment, Intimidation and Bullying (HIB).
2. These matters will be made public when the need for confidentiality no longer exists.
3. The time that the Board anticipated to be in Executive Session is TBD.

At 6:53 p.m., Mr. Nakdimen motion to go into the Executive Session, and Mr. Stern seconded the motion.

MOTION TO GO INTO EXECUTIVE SESSION (passed) #1

Motion: Mr. Nakdimen **Second:** Mr. Stern

6 Ayes: Mr. Grunhut, Mrs. Jackson-Byers, Mr. Nakdimen, Mr. Stern, Mr. Rodriguez, Mr. Bender

0 Nays:

0 Abstained:

3 Absent: Mr. Zlatkin, Mrs. Gonzalez, Mr. Treisser

At 7:30 p.m., Mr. Rodriguez motion to return to Public Session, and Mr. Stern seconded the motion.

MOTION TO RETURN TO PUBLIC SESSION (passed) #1

Motion: Mr. Rodriguez **Second:** Mr. Stern

7 Ayes: Mr. Grunhut, Mrs. Jackson-Byers, Mr. Nakdimen, Mr. Stern, Mr. Rodriguez, Mr. Treisser, Mr. Bender

0 Nays:

0 Abstained:

2 Absent: Mr. Zlatkin, Mrs. Gonzalez

Kevin Campbell, Assistant Business Administrator/Board Secretary reopened the public meeting. Mr. Campbell reread the Sunshine Law and did Roll Call.

IV. ROLL CALL

Board Members Present: Mr. Meir Grunhut
 Mrs. Thea Jackson-Byers
 Mr. Chanina Nakdimen
 Mr. Heriberto Rodriguez
 Mr. Shlomie Stern
 Mr. Bentizion Treisser
 Mr. Moshe Bender

Board Members Absent: Mrs. Ada Gonzalez
 Mr. Isaac Zlatkin

Also Attending: Mrs. Laura A. Winters, Superintendent
 Mr. Kevin Campbell, Assistant Business Administrator/Board Secretary
 Mr. Robert S. Finger, Coordinator of Fiscal Services
 Mr. David Shafter, State Monitor
 Mr. Michael I. Inzelbuch, Esq., General Counsel
 Mrs. Diane Piasentini, QPA
 Mrs. Jo-Ann Zsamba, Executive Administrative Professional
 Mrs. Ana Faone, Meeting translator
 Mr. James Korwan, Court Reporter
 Mr. Charles DePeri, Facilities Manager
 Mr. Jeffrey Frantz, Assistant Facilitates Manager
 Mr. Richard Goldstein, Principal - LMS
 Ms. Lisa Gorab – Bond Counsel
 Mr. Richard Scheick, EI Associates
 Mr. Thomas Amdrasz, EI Associates
 John Hanlon, VS Land Data

At 10:00 p.m., Mr. Stern motion to go into the Executive Session, and Mr. Bender seconded the motion.

MOTION TO GO INTO EXECUTIVE SESSION (passed) #2

Motion: Mr. Stern **Second:** Mr. Bender

7 Ayes: Mr. Zlatkin, Mrs. Grunhut, Mrs. Jackson-Byers, Mr. Nakdimen, Mr. Stern, Mr. Rodriguez, Mr. Bender

0 Nays:

0 Abstained:

2 Absent: Mrs. Gonzalez, Mr. Treisser

At 10:20 p.m., Mr. Rodriguez motion to reopen to Public Session, and Mr. Stern seconded the motion.

MOTION TO REOPEN PUBLIC SESSION (passed) #2

Motion: Mr. Rodriguez **Second:** Mr. Stern

7 Ayes: Mr. Zlatkin, Mr. Grunhut, Mrs. Jackson-Byers, Mr. Nakdimen, Mr. Stern, Mr. Rodriguez, Mr. Bender

0 Nays:

0 Abstained:

2 Absent: Mrs. Gonzalez, Mr. Treisser

Kevin Campbell, Assistant Business Administrator/Board Secretary reopened the public meeting and did Roll Call.

V. ROLL CALL

Board Members Present: Mr. Meir Grunhut
 Mrs. Thea Jackson-Byers
 Mr. Chanina Nakdimen
 Mr. Heriberto Rodriguez
 Mr. Shlomie Stern
 Mr. Moshe Bender
 Mr. Isaac Zlatkin

Board Members Absent: Mrs. Ada Gonzalez
 Mr. Bentizion Treisser

Also Attending: Mrs. Laura A. Winters, Superintendent
 Mr. Kevin Campbell, Assistant Business Administrator/Board Secretary
 Mr. Robert S. Finger, Coordinator of Fiscal Services
 Mr. David Shafter, State Monitor
 Mr. Michael I. Inzelbuch, Esq., General Counsel
 Mrs. Diane Piasentini, QPA
 Mrs. Jo-Ann Zsamba, Executive Administrative Professional
 Mrs. Ana Faone, Meeting translator
 Mr. James Korwan, Court Reporter
 Mr. Charles DePeri, Facilities Manager
 Mr. Jeffrey Frantz, Assistant Facilitates Manager

VI. PRESENTATIONS: 1. The Road Back – District Reopening Plan

IMPORTANT INFORMATION:

NJQSAC Areas	Initial Placement (6/2020)	(Revised) Initial Placement (8/2020)
Instruction and Program	80%	80%
Fiscal Management	72%	80%
Governance	100%	100%
Operations	91%	91%
Personnel	96%	96%

The Lakewood School District received an 80% or higher in **all** areas of the New Jersey Quality Single Accountability Continuum (QSAC) (“passing”) for the first time in recent history (since approximately 2007).

MEAL SERVICE AS OF AUGUST 3, 2020

Lakewood COVID Meals Served							
ate	Kosher Breakfast	Non Kosher Breakfast	Kosher Lunch	Non Kosher Lunch	Total Kosher Meals	Total Non Kosher Meals	Total Meals
3/17/2020	100	501	100	501	200	1002	1202
3/18/2020	164	1414	164	1414	328	2828	3156
3/19/2020	197	1429	197	1429	394	2858	3252
3/20/2020	225	1872	225	1872	450	3744	4194
3/23/2020	225	1850	225	1850	450	3700	4150
3/24/2020	241	1975	241	1975	482	3950	4432
3/25/2020	258	2430	258	2430	516	4860	5376
3/26/2020	299	2525	299	2525	598	5050	5648

Lakewood COVID Meals Served							
Date	Kosher Breakfast	Non Kosher Breakfast	Kosher Lunch	Non Kosher Lunch	Total Kosher Meals	Total Non Kosher Meals	Total Meals
3/27/2020	317	2587	317	2587	634	5174	5808
3/30/2020	349	2682	349	2682	698	5364	6062
3/31/2020	328	2499	328	2499	656	4998	5654
4/1/2020	392	2545	392	2545	784	5090	5874
4/2/2020	406	2584	406	2584	812	5168	5980
4/3/2020	409	2731	409	2731	818	5462	6280
4/6/2020	446	2818	446	2818	892	5636	6528
4/7/2020	372	2431	372	2431	744	4862	5606
4/8/2020	457	2982	457	2982	914	5964	6878
4/20/2020	205	2091	205	2091	410	4182	4592
4/21/2020	489	2979	489	2979	978	5958	6936
4/22/2020	514	2964	514	2964	1028	5928	6956
4/23/2020	477	2936	477	2936	954	5872	6826
4/24/2020	566	3083	566	3083	1132	6166	7298
4/27/2020	3288	2356	3288	2356	6576	4712	11288
4/28/2020	4421	2188	4421	2188	8842	4376	13218
4/29/2020	4673	2219	4673	2219	9346	4438	13784
4/30/2020	4785	2334	4785	2334	9570	4668	14238
5/1/2020	3792	3066	3792	3066	7584	6132	13716
5/4/2020	3790	2942	3790	2942	7580	5884	13464
5/5/2020	3928	3113	3928	3113	7856	6226	14082
5/6/2020	3788	3010	3788	3010	7576	6020	13596
5/7/2020	3828	2780	3828	2780	7656	5560	13216
5/8/2020	3785	2716	3785	2716	7570	5432	13002
5/11/2020	4088	2739	4088	2739	8176	5478	13654
5/12/2020	3976	2909	3976	2909	7952	5818	13770
5/13/2020	4298	3097	4298	3097	8596	6194	14790
5/14/2020	3761	3144	3761	3144	7522	6288	13810
5/15/2020	3522	3141	3522	3141	7044	6282	13326
5/18/2020	4122	3103	4122	3103	8244	6206	14450
5/19/2020	3936	3022	3936	3022	7872	6044	13916
5/20/2020	3983	3067	3983	3067	7966	6134	14100
5/21/2020	3855	3059	385	3059	4240	6118	10358
5/22/2020	15635	9233	15635	9233	31270	18466	49736

Lakewood COVID Meals Served							
Date	Kosher Breakfast	Non Kosher Breakfast	Kosher Lunch	Non Kosher Lunch	Total Kosher Meals	Total Non Kosher Meals	Total Meals
5/25/2020	6142	0	6142	0	12284	0	12284
5/26/2020	3848	3076	3848	3076	7696	6152	13848
5/27/2020	3559	3130	3559	3130	7118	6260	13378
5/28/2020	18834	2980	18834	2980	37668	5960	43628
5/29/2020	747	10437	747	10437	1494	20874	22368
6/1/2020	3811	2950	3811	2950	7622	5900	13522
6/2/2020	3791	2909	3791	2909	7582	5818	13400
6/3/2020	4204	3134	4204	3134	8408	6268	14676
6/4/2020	4058	3081	4058	3081	8116	6162	14278
6/5/2020	13372	9768	13372	9768	26744	19536	46280
6/8/2020	3999	3008	3999	3008	7998	6016	14014
6/9/2020	3904	3067	3904	3067	7808	6134	13942
6/10/2020	4188	3102	4188	3102	8376	6204	14580
6/11/2020	4200	3140	4200	3140	8400	6280	14680
6/12/2020	18756	9793	18756	9793	37512	19586	57098
6/15/2020	3833	3149	3833	3149	7666	6298	13964
6/16/2020	3763	3143	3763	3143	7526	6286	13812
6/17/2020	3888	3129	3888	3129	7776	6258	14034
6/18/2020	3751	3054	3751	3054	7502	6108	13610
6/19/2020	18189	9699	18189	9699	36378	19398	55776
6/22/2020	4251	9546	4251	9546	8502	19092	27594
6/23/2020	2805	0	2805	0	5610	0	5610
6/24/2020	2499	0	2499	0	4998	0	4998
6/25/2020	16652	11104	16652	11104	33304	22208	55512
6/29/2020	9925	8917	9925	8917	19850	17834	37684
7/2/2020	12956	11973	12956	11973	25912	23946	49858
7/6/2020	8912	7099	8912	7099	17824	14198	32022
7/7/2020	190	209	192	209	382	418	800
7/8/2020	190	330	196	330	386	660	1046
7/9/2020	16415	10227	16399	10235	32814	20462	53276
7/10/2020	156	0	156	0	312	0	312
7/13/2020	10055	6513	10053	6515	20108	13028	33136
7/14/2020	195	334	194	334	389	668	1057
7/15/2020	189	329	189	330	378	659	1037

Lakewood COVID Meals Served							
Date	Kosher Breakfast	Non Kosher Breakfast	Kosher Lunch	Non Kosher Lunch	Total Kosher Meals	Total Non Kosher Meals	Total Meals
7/16/2020	18107	8681	18107	8681	36214	17362	53576
7/17/2020	150	0	150	0	300	0	300
7/20/2020	9457	5885	9451	5885	18908	11770	30678
7/21/2020	176	91	182	96	358	187	545
7/22/2020	187	104	190	103	377	207	584
7/23/2020	19955	8729	19971	8732	39926	17461	57387
7/24/2020	162	0	162	0	324	0	324
7/27/2020	39444	6072	39451	6074	78895	12146	91041
7/28/2020	184	289	184	289	368	578	946
7/29/2020	188	282	188	286	376	568	944
7/30/2020	1628	7495	1628	7495	3256	14990	18246
7/31/2020	153	0	153	0	306	0	306
Totals	404708	305104	401253	305128	805961	610232	1416193

VII. MINUTES

Executive Meeting Minutes – June 29, 2020
 Special Public Meeting Minutes – June 29, 2020
 Special Public Meeting Minutes - Donaldson Hearing – July 14, 2020
 Executive Meeting Minutes – July 15, 2020
 Public Meeting Minutes – July 15, 2020
 Special Public Meeting Minutes – July 22, 2020

VIII. COMMITTEE REPORTS

IX. CORRESPONDENCE AND COMMUNICATIONS

- X. RECOGNITION OF THE PUBLIC**
1. Alejandra Morales
 2. Arthur Lang
 3. Dan Cummings
 4. Shlomo Lehrman

STATEMENT BY BOARD PRESIDENT

Pursuant to Board Policy 0164, Roberts' Rules of Order shall govern the Board of Education in its deliberations and in the conduct of its meetings. As such, all comments from the public and from other members of the Board should be directed to the Board President who is responsible for presiding over the meeting.

Anyone who desires to ask a question must email to boemeeting@lakewoodpiners.org, between 6:30 p.m. to 7:30 p.m. the evening of the meeting, and provide their proper name, full address and the question.

The President shall direct all inquiries or comments to the appropriate Administrator or Board member for response, as appropriate. The law requires a period of public comment at our meetings, not a question or answer session or debate. The board president at his discretion may or may not feel it is appropriate to answer questions raised during the public comment period. The board and administration do take all public comments seriously and consider them when conducting business.

The President may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive or obscene. In addition, Security Personnel may direct any individual to leave the meeting when that person does not observe reasonable decorum, whether the person is at the microphone or at any other place in the meeting room. New Jersey law makes it a crime for any person to intentionally disrupt a public meeting. Law enforcement will be contacted if a person disrupts the meeting and fails to desist after being directed to do so.

Finally, we ask that you silence all electronic devices.

XI. REPORTS AND RECOMMENDATIONS OF THE BUSINESS ADMINISTRATOR/ BOARD SECRETARY:

- A. Approve the attached Budgetary line item Transfers as of June 30, 2020.
- B. Acceptance of the Treasurer and Board Secretary Reports for June 30, 2020.
- C. Certification of No Over Expenditures: Pursuant to N.J.A.C. 6A:23A-16.10, I, Kevin Campbell Assistant Business Administrator/ Board Secretary, certify that as of June 30, 2020 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, and that the District financial accounts have been reconciled and are in balance.

Kevin Campbell

Assistant Business Administrator/ Board Secretary

August 5, 2020

Date

- D. 1. Approval of Bills List for the Warrant Account for August 5, 2020 in the amount of \$3,848,106.77
- 2. Approval of the Supplemental Bills List for 2020-2021 for the Warrant Account in the amount of \$ **TBD**
- E. Approval of Bills List for Cafeteria Account for August 5, 2020 in the amount of \$17,727.79

F. Approval of Payroll and Board Share of Fica/Medi and DCRP for July 30, 2020 in the amount of \$1,192,999.05

G. Approval of payment of New Jersey State Health Benefits Plan for June 2020 in the amount of \$1,679,416.79

H. Transportation Items:

1. Approval to award a parent contract to the parent/guardian of Lakewood students in the amount of the per diem multiplied by the total number of days not to exceed \$19,600. Prorated effective July 1, 2020 through June 30, 2021, to transport their child(ren) to and from approved schools located in NJ, in accordance with N.J.A.C. 6A:27-1.5 and N.J.A.C. 6A:27-7.7. This assignment has been made in collaboration with the child's CST. See below:

Student ID	Route	School	ESY Days	School Days	Total Days	Per Diem	Total Per Diem
919619	SCHICE	SCHI	30	183	213	\$79.20	\$16,869.60

2. **TABLED**

Move to Record and Award Bid T04-2021 for COVID Compliant Student Transportation Services for the 2020/2021 school year. Thirty Seven (37) firms were solicited and Four (4) responses were received on 7/22/20 @ 10:00 a.m. as follows:

ROUTE		School Bound					Klarr Transport				
	# days	RTE	AIDE	total	x days	inc/dec	RTE	AIDE	total	x days	inc/dec
C10	180			\$0.00	\$0.00		\$188.00	\$54.00	\$242.00	\$43,560.00	\$0.01
C11	180			\$0.00	\$0.00		\$184.00	\$44.00	\$228.00	\$41,040.00	\$0.01
C7	180			\$0.00	\$0.00		\$150.00	\$44.00	\$194.00	\$34,920.00	\$0.01
C8	180			\$0.00	\$0.00		\$184.00	\$44.00	\$228.00	\$41,040.00	\$0.01
C9	180			\$0.00	\$0.00				\$0.00	\$0.00	
CKMD1	244	\$300.00	\$44.00	\$344.00	\$83,936.00	\$0.01	\$288.00	\$64.00	\$352.00	\$85,888.00	\$0.01
CKMD2	244	\$325.00	\$60.00	\$385.00	\$93,940.00	\$0.01	\$288.00	\$64.00	\$352.00	\$85,888.00	\$0.01
CTMJ	180	\$100.00	\$30.00	\$130.00	\$23,400.00	\$0.01	\$264.00	\$42.00	\$306.00	\$55,080.00	\$0.01
H27	180			\$0.00	\$0.00		\$144.00	\$32.00	\$176.00	\$31,680.00	\$0.01
H28	180			\$0.00	\$0.00		\$244.00	\$44.00	\$288.00	\$51,840.00	\$0.01
H29	180			\$0.00	\$0.00		\$144.00	\$42.00	\$186.00	\$33,480.00	\$0.01
H30	180			\$0.00	\$0.00		\$244.00	\$42.00	\$286.00	\$51,480.00	\$0.01
H31	180			\$0.00	\$0.00				\$0.00	\$0.00	
H32	180			\$0.00	\$0.00		\$164.00	\$44.00	\$208.00	\$37,440.00	\$0.01
H33	180			\$0.00	\$0.00				\$0.00	\$0.00	
H34	180			\$0.00	\$0.00				\$0.00	\$0.00	

ROUTE		School Bound				Klarr Transport				
H35	180			\$0.00	\$0.00			\$0.00	\$0.00	
H36	180			\$0.00	\$0.00			\$0.00	\$0.00	
H37	180			\$0.00	\$0.00		\$144.00	\$44.00	\$188.00	\$33,840.00
H38	180			\$0.00	\$0.00				\$0.00	\$0.00
H39	180			\$0.00	\$0.00		\$134.00	\$42.00	\$176.00	\$31,680.00
H40	180			\$0.00	\$0.00		\$134.00	\$42.00	\$176.00	\$31,680.00
H41	180			\$0.00	\$0.00				\$0.00	\$0.00
H42	180			\$0.00	\$0.00				\$0.00	\$0.00
H43	180			\$0.00	\$0.00		\$204.00	\$44.00	\$248.00	\$44,640.00
H44	180			\$0.00	\$0.00				\$0.00	\$0.00
H45	180			\$0.00	\$0.00		\$144.00	\$42.00	\$186.00	\$33,480.00
TH46	180			\$0.00	\$0.00		\$144.00	\$44.00	\$188.00	\$33,840.00
H47	180			\$0.00	\$0.00		\$164.00	\$42.00	\$206.00	\$37,080.00
H48	180			\$0.00	\$0.00				\$0.00	\$0.00
H49	180			\$0.00	\$0.00				\$0.00	\$0.00
H50	180			\$0.00	\$0.00		\$142.00	\$42.00	\$184.00	\$33,120.00
H51	180			\$0.00	\$0.00				\$0.00	\$0.00
HOMEES7	180	\$325.00	\$46.00	\$371.00	\$66,780.00	\$0.01			\$0.00	\$0.00
HOMEHS4	180	\$325.00	\$46.00	\$371.00	\$66,780.00	\$0.01			\$0.00	\$0.00
LMS29	180			\$0.00	\$0.00		\$204.00	\$44.00	\$248.00	\$44,640.00
LMS30	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS31	180			\$0.00	\$0.00		\$134.00	\$42.00	\$176.00	\$31,680.00
LMS32	180			\$0.00	\$0.00		\$224.00	\$42.00	\$266.00	\$47,880.00
LMS33	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS34	180			\$0.00	\$0.00		\$244.00	\$44.00	\$288.00	\$51,840.00
LMS35	180			\$0.00	\$0.00		\$244.00	\$44.00	\$288.00	\$51,840.00
LMS36	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS37	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS38	180			\$0.00	\$0.00				\$0.00	\$0.00
LMS39	180			\$0.00	\$0.00				\$0.00	\$0.00
LMS40	180			\$0.00	\$0.00		\$164.00	\$44.00	\$208.00	\$37,440.00
LMS41	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS42	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS43	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
LMS44	180			\$0.00	\$0.00				\$0.00	\$0.00
LMS45	180			\$0.00	\$0.00				\$0.00	\$0.00
LMS46	180			\$0.00	\$0.00				\$0.00	\$0.00
LMS47	180			\$0.00	\$0.00				\$0.00	\$0.00
OACS10	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
OACS7	180			\$0.00	\$0.00		\$204.00	\$44.00	\$248.00	\$44,640.00
OACS8	180			\$0.00	\$0.00				\$0.00	\$0.00
OACS9	180			\$0.00	\$0.00		\$204.00	\$42.00	\$246.00	\$44,280.00
OAK16	180			\$0.00	\$0.00		\$150.00	\$44.00	\$194.00	\$34,920.00
OAK17	180			\$0.00	\$0.00		\$150.00	\$44.00	\$194.00	\$34,920.00
OAK18	180			\$0.00	\$0.00		\$204.00	\$42.00	\$246.00	\$44,280.00
OAK19	180			\$0.00	\$0.00		\$188.00	\$42.00	\$230.00	\$41,400.00
OAK20	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00
OAK21	180			\$0.00	\$0.00		\$150.00	\$44.00	\$194.00	\$34,920.00
PES13	180			\$0.00	\$0.00		\$184.00	\$40.00	\$224.00	\$40,320.00

ROUTE		School Bound				Klarr Transport					
PES14	180			\$0.00	\$0.00		\$184.00	\$44.00	\$228.00	\$41,040.00	\$0.01
PES15	180			\$0.00	\$0.00		\$224.00	\$44.00	\$268.00	\$48,240.00	\$0.01
PRS7	180			\$0.00	\$0.00				\$0.00	\$0.00	
S11	180			\$0.00	\$0.00				\$0.00	\$0.00	
SCHWC15	244			\$0.00	\$0.00		\$288.00	\$64.00	\$352.00	\$85,888.00	\$0.01
SCHWC18	244			\$0.00	\$0.00		\$288.00	\$68.00	\$356.00	\$86,864.00	\$0.01
SCHWC6P	144			\$0.00	\$0.00		\$224.00	\$64.00	\$288.00	\$41,472.00	\$0.01
SCHWC8	244			\$0.00	\$0.00		\$288.00	\$64.00	\$352.00	\$85,888.00	\$0.01
SCHWC9	244			\$0.00	\$0.00		\$422.00	\$42.00	\$464.00	\$113,216.00	\$0.01

		Presidential					Seman- Tov				
ROUTE	# days	RTE	AIDE	total	x days	inc/dec	RTE	AIDE	total	x days	inc/dec
C10	180			\$0.00			\$170.00	\$36.00	\$206.00	\$37,080.00	\$0.01
C11	180			\$0.00			\$155.00	\$36.00	\$191.00	\$34,380.00	\$0.01
C7	180			\$0.00			\$155.00	\$36.00	\$191.00	\$34,380.00	\$0.01
C8	244			\$0.00			\$200.00	\$36.00	\$236.00	\$42,480.00	\$0.01
C9	244			\$0.00			\$220.00	\$36.00	\$256.00	\$46,080.00	\$0.01
CKMD1	180			\$0.00			\$270.00	\$50.00	\$320.00	\$78,080.00	\$0.01
CKMD2	180			\$0.00			\$310.00	\$50.00	\$360.00	\$87,840.00	\$0.01
CTMJ	180			\$0.00					\$0.00	\$0.00	
H27	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H28	180			\$0.00			\$320.00	\$36.00	\$356.00	\$64,080.00	\$0.01
H29	180			\$0.00			\$310.00	\$36.00	\$346.00	\$62,280.00	\$0.01
H30	180			\$0.00			\$299.00	\$36.00	\$335.00	\$60,300.00	\$0.01

		Presidential					Seman- Tov				
ROUTE	# days	RTE	AIDE	total	x days	inc/dec	RTE	AIDE	total	x days	inc/dec
H31	180			\$0.00			\$286.00	\$36.00	\$322.00	\$57,960.00	\$0.01
H32	180			\$0.00			\$325.00	\$36.00	\$361.00	\$64,980.00	\$0.01
H33	180			\$0.00			\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H34	180			\$0.00			\$400.00	\$36.00	\$436.00	\$78,480.00	\$0.01
H35	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H36	180			\$0.00	\$0.00		\$400.00	\$36.00	\$436.00	\$78,480.00	\$0.01
H37	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H38	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H39	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H40	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H41	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$400.00	\$36.00	\$436.00	\$78,480.00	\$0.01
H42	180			\$0.00	\$0.00		\$400.00	\$36.00	\$436.00	\$78,480.00	\$0.01
H43	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H44	180			\$0.00	\$0.00		\$300.00	\$36.00	\$336.00	\$60,480.00	\$0.01
H45	180			\$0.00	\$0.00		\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
H46	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$140.00	\$36.00	\$176.00	\$31,680.00	\$0.01
H47	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$300.00	\$36.00	\$336.00	\$60,480.00	\$0.01

H48	180			\$0.00	\$0.00		\$300.00	\$36.00	\$336.00	\$60,480.00	\$0.01
H49	180			\$0.00	\$0.00		\$400.00	\$36.00	\$436.00	\$78,480.00	\$0.01
H50	180	\$198.00	\$30.00	\$228.00	\$41,040.00	\$0.01	\$140.00	\$36.00	\$176.00	\$31,680.00	\$0.01
H51	180			\$0.00	\$0.00		\$300.00	\$36.00	\$336.00	\$60,480.00	\$0.01
HOMEES7	180			\$0.00	\$0.00				\$0.00	\$0.00	
HOMEHS4	180			\$0.00	\$0.00				\$0.00	\$0.00	
LMS29	180			\$0.00	\$0.00		\$400.00	\$50.00	\$450.00	\$81,000.00	\$0.01
LMS30	180			\$0.00	\$0.00		\$400.00	\$50.00	\$450.00	\$81,000.00	\$0.01
LMS31	180			\$0.00	\$0.00		\$390.00	\$50.00	\$440.00	\$79,200.00	\$0.01
LMS32	180			\$0.00	\$0.00		\$390.00	\$50.00	\$440.00	\$79,200.00	\$0.01
LMS33	180			\$0.00	\$0.00		\$380.00	\$50.00	\$430.00	\$77,400.00	\$0.01
LMS34	180			\$0.00	\$0.00		\$380.00	\$50.00	\$430.00	\$77,400.00	\$0.01
LMS35	180			\$0.00	\$0.00		\$360.00	\$50.00	\$410.00	\$73,800.00	\$0.01
LMS36	180			\$0.00	\$0.00		\$360.00	\$50.00	\$410.00	\$73,800.00	\$0.01
LMS37	180			\$0.00	\$0.00		\$350.00	\$50.00	\$400.00	\$72,000.00	\$0.01
LMS38	180			\$0.00	\$0.00		\$350.00	\$50.00	\$400.00	\$72,000.00	\$0.01
LMS39	180			\$0.00	\$0.00		\$340.00	\$50.00	\$390.00	\$70,200.00	\$0.01
LMS40	180			\$0.00	\$0.00		\$140.00	\$36.00	\$176.00	\$31,680.00	\$0.01
LMS41	180			\$0.00	\$0.00		\$340.00	\$50.00	\$390.00	\$70,200.00	\$0.01
LMS42	180			\$0.00	\$0.00		\$136.00	\$36.00	\$172.00	\$30,960.00	\$0.01
LMS43	180			\$0.00	\$0.00		\$138.00	\$36.00	\$174.00	\$31,320.00	\$0.01
LMS44	180			\$0.00	\$0.00		\$340.00	\$50.00	\$390.00	\$70,200.00	\$0.01
LMS45	180			\$0.00	\$0.00		\$425.00	\$50.00	\$475.00	\$85,500.00	\$0.01
LMS46	180			\$0.00	\$0.00		\$325.00	\$50.00	\$375.00	\$67,500.00	\$0.01
LMS47	180			\$0.00	\$0.00		\$306.00	\$50.00	\$356.00	\$64,080.00	\$0.01
OACS10	180			\$0.00	\$0.00		\$300.00	\$50.00	\$350.00	\$63,000.00	\$0.01
OACS7	180			\$0.00	\$0.00		\$200.00	\$36.00	\$236.00	\$42,480.00	\$0.01
OACS8	180			\$0.00	\$0.00		\$180.00	\$36.00	\$216.00	\$38,880.00	\$0.01
OACS9	180			\$0.00	\$0.00		\$225.00	\$50.00	\$275.00	\$49,500.00	\$0.01
OAK16	180			\$0.00	\$0.00		\$180.00	\$36.00	\$216.00	\$38,880.00	\$0.01
OAK17	180			\$0.00	\$0.00		\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
OAK18	180			\$0.00	\$0.00		\$180.00	\$36.00	\$216.00	\$38,880.00	\$0.01
OAK19	180			\$0.00	\$0.00		\$185.00	\$36.00	\$221.00	\$39,780.00	\$0.01
OAK20	180			\$0.00	\$0.00		\$186.00	\$36.00	\$222.00	\$39,960.00	\$0.01
OAK21	180			\$0.00	\$0.00		\$180.00	\$36.00	\$216.00	\$38,880.00	\$0.01
PES13	180			\$0.00	\$0.00		\$150.00	\$36.00	\$186.00	\$33,480.00	\$0.01
PES14	180			\$0.00	\$0.00		\$190.00	\$36.00	\$226.00	\$40,680.00	\$0.01
PES15	180			\$0.00	\$0.00		\$185.00	\$36.00	\$221.00	\$39,780.00	\$0.01
PRS7	244			\$0.00	\$0.00		\$400.00	\$50.00	\$450.00	\$81,000.00	\$0.01

S11	244			\$0.00	\$0.00		\$190.00	\$36.00	\$226.00	\$40,680.00	\$0.01
SCHWC15	144			\$0.00	\$0.00		\$184.00	\$36.00	\$220.00	\$53,680.00	\$0.01
SCHWC18	244			\$0.00	\$0.00		\$184.00	\$36.00	\$220.00	\$53,680.00	\$0.01
SCHWC6P	244			\$0.00	\$0.00		\$260.00	\$36.00	\$296.00	\$42,624.00	\$0.01
SCHWC8	180			\$0.00	\$0.00		\$184.00	\$36.00	\$220.00	\$53,680.00	\$0.01
SCHWC9	180			\$0.00	\$0.00		\$217.00	\$36.00	\$253.00	\$61,732.00	\$0.01

Move to reject all bids Pursuant to NJSA 18A:18A-22(a) as the lowest bid substantially exceeds the board of education's appropriation for the goods or services and is not fiscally advantageous to the district.

I. 2019-20 NJQSAC RECEIPT OF RECONSIDERATION PLACEMENT LETTER

That the Board acknowledge receipt of the 2019-2020 NJQSAC Reconsideration Placement letter, that the district has passed all sections including after reconsideration, Fiscal Management with a revised score of 80%, that a District Improvement Plan for fiscal indicators is no longer needed and that the Board authorizes the Superintendent, Coordinator of Fiscal Services and Board Attorney to request reconsideration of Fiscal Indicator 2 for an additional 8 points, that if successful will bring the total score for Fiscal Management to 88%.

J. USE OF SURPLUS TO OFFSET THE REDUCTION OF 2020-2021 STATE AID

That the Board approve the transfer of unassigned general fund surplus to provide the resources necessary to offset the reduction of 2020-2021 Special Education Categorical Aid in the amount of \$81,390 in accordance with the guidance document provided by the New Jersey Department of Education and the revised State Aid printout dated July 10, 2020. Furthermore, a copy of this resolution will be submitted to the Ocean Executive County Superintendent of Schools no later than August 14, 2020.

- K. Approval to render payment to Lakewood Student Transportation Authority (LSTA) in the amount of \$1,112,084 for 2020/2021 Summer Camp Student Transportation and LSTA pass through.
- L. Approve Institute for Professional Development to provide a self -study course for Diane Piasentini for CPE credits to maintain her QPA license at a cost of \$50.00.
- M. Move to approve Tri Furniture Design, an Educational Data Vendor Bid# 26EDCP Bid 8576, to provide polycarbonate student table dividers at Piner Elementary at a cost of \$4,405.60, Spruce Street School at a cost of \$29,008.70, and Plastic Table Channels to fit polycarbonate panels at Campus 1 & 3 Trailers at a cost of \$6,606.60. (15-190-100-610-xx-xxxx)

N. Move to approve Tri Furniture Design, an Educational Data Vendor Bid# 26EDCP Bid 8576, to provide polycarbonate to fit Cafeteria Tables at LMS at a cost of \$15,849.60 and LHS at a cost of \$48,733.00. (60-910-310-610-00-0001)

O. WHEREAS, the Lakewood School District advertised Bid 03-2021 for PPE Equipment due on July 24, 2020 @ 11:00 a.m.; and

WHEREAS, Bids were received and opened via livestream on such date and time; and

WHEREAS, due to the Covid-19 pandemic and related school closures, mail delivery to the district has been somewhat unreliable; and

WHEREAS, the district's intent is to procure goods and services in an open and fair manner to promote transparency in purchasing; and

WHEREAS, proposal packages arrived in district prior to deadline but were not delivered to the Purchasing Manager in a timely manner;

BE IT RESOLVED, that the district will reject all bids pursuant to N.J.S.A. 18A:18A-1(e); and

BE IT FURTHER RESOLVED that the district will re-advertise for PPE Equipment under Bid 07-2021 due 8/11/2020 @ 11:00 a.m.

P. Approve the receipt of \$100,000.00 from Lakewood Township for the District's 2020 IN-Person, COVID-19, Compliant, "Outdoor Summer Program at Clifton Avenue Grade School and Spruce Street School."

Q. Motion to allow the Assistant Business Administrator and Purchasing Agent to advertise a Request for Proposal for Architect and Engineering Services.

R. Approve the payment to Municipal Leasing Consultants in the amount of \$695 for their services regarding the financing of the Two (2) Modular Classrooms.

S. Motion to approve HFA Certified Public Accounts and Advisors to provide professional services to prepare a procedures report for out of district placement of special education students and virtual learning compliance during COVID-19 in an amount not to exceed \$5,400.00 (11-000-230-332-00-0000)

XII. REPORTS AND RECOMMENDATIONS OF SUPERINTENDENT:

A. Superintendent Items

1. Motion to approve the First Reading of By-Laws, Policies & Regulations:

- Policy 1649 Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
- Policy 2270 Religion in Schools (R)
- Policy 2431.3 Heat Participation Policy for Student-Athlete Safety (M) (R)
- Policy 2622 Student Assessment (M) (R)
- Policy 5111 Eligibility of Resident/Nonresident Students (M) (R)
- Regulation 5111 Eligibility of Resident/Nonresident Students (M) (R)
- Policy 5200 Attendance (M) (R)
- Regulation 5200 Attendance (M) (R)
- Policy 5320 Immunization (R)
- Regulation 5320 Immunization (R)
- Policy 5330.04 Administering an Opioid Antidote (M) (R)
- Regulation 5330.04 Administering an Opioid Antidote (M) (R)
- Policy 5610 Suspension (M) (R)
- Regulation 5610 Suspension Procedures (M) (R)
- Policy 5620 Expulsion (M) (R)
- Policy 8320 Personnel Records (M) (R)
- Regulation 8320 Personnel Records (M) (R)

2. Approve to advertise a Bid for the sale of Board of Education real property which was approved on July 19, 2019, 855 Somerset Ave, a Portion of Block 209, Lot 1.01 for a minimum price to be met of \$1,000,293.53 for approximately 4.212 acres in accordance with the survey by John J. Hanlon of VS Land Data originally prepared on October 31, 2018, Revised on June 19, 2019 , with a Final Revision on July 31, 2019, a copy of which is available in the Business Office upon request.

3. Resolution Setting Minimum Price – Sale of Board of Education Real Property, 855 Somerset Avenue, Portion of Block 209, Lot 1.01

The Lakewood Board of Education, pursuant to N.J.S.A. 18A:20-7(a) hereby sets a minimum price to be met for the sale of Board of Education real property, 855 Somerset Ave-Portion of Block 209, Lot 1.01 of \$1,000,293.53 in accordance with the survey by John J. Hanlon of VS Land Data originally prepared on October 31, 2018, Revised on June 19, 2019 , with a Final Revision on July 31, 2019, a copy of which is available in the Business Office upon request, and directs the Board Secretary to include the fixed minimum price in the advertisement for the sale of the property.

The Board reserves the right not to consider any bid received that does not meet the minimum fixed price as set by the Board.

This Resolution supplements the Resolution adopted by the Board on July 10, 2019, authorizing the sale of the property known as 855 Somerset Ave-**Portion of Block 209, Lot 1.01.**

4. Approve Job Description “*Compliance and COVID Officer for Public & Non-Public School Grants.*”
5. Approve the submission of the 2020-2021 Annual Comprehensive Equity Plan SOA.
6. Approve the revisions to the 2020-2021 Code of Conduct.
7. Approve the submission of the 2019-2020 Student Safety Data System (SSDS) to the NJDOE.
8. Motion to approve the Lakewood School District's 2020-2021 Professional Development.
9. Approve the submission of the Lakewood School District's 2020-2021 Professional Development Statement of Assurance (SOA).
10. Approve the Lakewood School District's 2020-2021 Mentoring Plan.
11. Approve the submission of the Lakewood School District's 2020-2021 Mentoring Plan Statement of Assurance (SOA).
12. Approve the revised K-2 ELA curriculum, pacing guides, assessments, units of study, and supporting district created resources for the 2020-2021 school year.
13. Approve the K-2 ELA Gifted & Talented Curriculum for the 2020-2021 school year.
14. Approve the SchoolDude Web-based program, for the 2020-2021 school year, at a cost of \$19,998.20, to be paid through budget account # 11-000-262-300-00-0000.
15. Approve Learning A-Z license for one year for 54 classrooms including ELL Edition for the 2020-2021 school year at Oak Street School, at a cost not to exceed \$9,246.00, to be paid through budget account #15-190-100-610-09-0009.

16. Approve Curriculum Associates Universal Screening and Computerized Mathematics Intervention Program contract renewal options available to the district the 2020-2021 school year for student and teacher licenses, at a cost not to exceed \$12,320.00 and Teacher Toolbox access, at a cost not to exceed \$3,230.00, to be paid through budget account #15-190-100-610-09-0009.
17. Approve Curriculum Associates Universal Screening and Computerized Reading and Writing Intervention Program contract renewal options available to the district the 2020-2021 school year Teacher Toolbox access, at a cost not to exceed \$3,230.00; and Student workbooks Grades 3-5, at a cost not to exceed \$6,201.00; to be paid through budget account #15-190-100-610-09-0009.
18. Approve Aimee Klinger as a Google classroom instructor for Environmental Science, on an as needed basis, for the 2020-2021 school year, at a rate of \$40.00 per hour.
19. Approve James Desopo as a Google classroom instructor for Physics, on an as needed basis, for the 2020-2021 school year, at a rate of \$40.00 per hour.
20. Approve James Conroy High School, to update the Hospitality and Tourism Curriculum, from August 1, 2020 through August 17, 2020, at a rate of \$40.00 per hour, a maximum of 25 hours, not to exceed \$1,000.00, to be paid through budget account # 11-000-221-104-00-0000.
21. Approve Donna Reigle and Tatiana Patrizio for ESY overtime to assist with busing, on an as needed basis, to be paid through budget account # 11-000-270-107-00-2001.
22. Approve the 2020-2021 tuition costs for the following out-of-district placements to be paid through budget account #11-000-100-566-00-0000 and 11-000-100-566-0001. **Subject to review by General Counsel; moreover, no payments will be made more than 30 days in advance unless and until the Administration provides a written rationale as to the basis for same and the Board specifically approves same at a Board meeting. In addition, as to the New Jersey Department of Education Mandated Tuition Contract, Page 10, Paragraph "A." (and/or anywhere delineated in the Contract) "any and all monies owed, if any, by the district to the approved private school(s) shall be paid throughout the 2022-2023 school year provided there are no applicable Audit findings, applicable with State law , provided there are available funds, and shall be paid throughout the 2022-2023 school year."** Subject to a valid and current IEP.

Number	Placement	Per Diem/ Monthly/ Yearly Rate	Aide Per Diem/ Monthly/ Yearly Rate	Billable Days/ Months	Start Date
907620	Collier School	\$347.00/day		180 days	7/9/2020-6/30/2021
906068	Ocean Academy	\$362.34/day		210 days	7/1/2020-6/30/2021

Number	Placement	Per Diem/ Monthly/ Yearly Rate	Aide Per Diem/ Monthly/ Yearly Rate	Billable Days/ Months	Start Date
924909	Ocean Academy	\$362.34/day		210 days	7/1/2020-6/30/2021
928013	Ocean Academy	\$362.34/day		210 days	7/1/2020-6/30/2021
907769	Ocean Academy	\$362.34/day		210 days	7/1/2020-6/30/2021
931095	The Princeton HealthCare System d/b/a Penn Medicine Princeton Health	\$93.00/visit OT/PT Services		210 days	7/1/2020-6/30/2021

23. Medical/Administrative Homebound Instruction for the following students by the following. (Budget Account #11-150-100-320-00-0000).

Number	Staff Member	Date	Hourly Rate
930140*	Rachel Jasinski	7/6/20 – 8/13/20	\$40.00

*(Correction from Board Agenda 7-15-20 page 24)

- Erin Duffy RESCINDS ESY paraprofessional position
- Ligia Albanese RESCINDS ESY paraprofessional position (last 3 weeks of ESY)
- Tori Jones-Brown RESCINDS ESY paraprofessional position (last 3 weeks of ESY)

24. Approve Staff Development Workshop to provide special education coaching and support for 10 workshops for Special Education Teachers throughout the district on the following dates: October 5, 2020, October 19, 2020 & October 26, 2020, November 10, 2020 through November 13, 2020, and January 8, 2021, January 22, 2021 & January 25, 2021, at a rate of \$1,700.00 per day, not to exceed \$17,000.00, to be provided through Title IIA funds, budget account #20-270-200-300-15-0015.

25. Approve Sondag to provide Professional Development, August 27, 2020, at a cost of \$2,750.00, to be paid through Title IIA funds through budget account #20-270-200-300-15-0015.

26. Approve the following teachers to attend the Sondag Professional Development, August 27, 2020, for a maximum of 6.5 hours, at a rate of \$40.00 per hour, \$260.00 per person, not to exceed \$1,300.00.

Davis, Paige
Schneller, Lauren
Sheppard, Kelsey
Theiss, Lisa

27. Approve Letterland to provide Professional Development, August 17, 2020, at a cost of \$2,750.00, to be paid through Title IIA funds through budget account #20-270-200-300-15-0015.
28. Approve the following teachers to attend Letterland Professional Development, August 17, 2020, for a maximum of 6.5 hours, at a rate of \$40.00 per hour, \$260.00 per person, not to exceed \$1,300.00.

Fischer, Madelina
L'hereux, Eileen
Ritter, Christina
Ryan, Madeline
Sura, Melissa

29. Approve the renewal of Stewart/Xerox Annual Contract for the monthly lease of equipment from July 1, 2020 to June 30, 2021 in the monthly amount of \$9,552.81, not to exceed \$114,633.72 and to be divided between budget accounts: #11-190-100-500-00-000 (\$25,647.48), #15-190-000-500-03-0003 (\$13,872.36), #15-190-100-500-04-0004 (\$13,019.40), #15-190-100-500-05-0005 (\$7,467.84), #15-190-100-500-06-0006 (\$9,601.20), #15-190-100-500-07-0007 (\$7,467.84), #15-190-100-500-09-0009 (\$9,601.20), #15-190-100-500-010-0010 (\$7,897.44).
30. Approve the renewal of Stewart/Xerox Annual Contract for the monthly overage (print per page) from July 1, 2020 to June 30, 2021, at a rate of \$1,035.94 monthly (est.), not to exceed \$12,431.28, to be paid through budget account #11-190-100-500-00-0000.
31. Approve the renewal of the lease for a folding/inserting system for the Middle School for the 2020-2021 school year from Pitney Bowes, this is second year of four year contract, at a rate of \$182.47 each month, not to exceed \$2,189.64, to be paid through budget account #15-190-100-500-04-0004.
32. Approve the renewal of the Annual Maintenance Agreement for Collaborative Response Graphics for the 2020-2021 school year, at a cost of \$3,480.00, to be paid through budget account #11-000-252-330-00-0000.
33. Approve the renewal of the Cloud Services for the District for the period of July 1, 2020 through June 30, 2021 by WWT, Inc. (VOIP), at a cost not to exceed \$19,000.00, to be paid through budget accounts #11-000-230-530-15-0015, #15-190-100-500-03-0003, #15-190-100-500-04-0004, #15-190-100-500-05-0005, #15-190-100-500-06-0006, #15-190-100-500-07-0007, #15-190-100-500-09-0009 and #15-190-100-500-10-0010.
34. Approve the following placements for the Fall 2020 semester for student teaching (subject to approval of Criminal History background check):

LAST NAME	FIRST NAME	COLLEGE/UNIVERSITY	PLACEMENT	DATES FOR PLACEMENT
McLaughlin	Edward	Kean	EGC	9/1/20 – 5/14/21
Cunha	Mario	Kean	LHS	9/1/20 - 5/14/20

35. Approve the Professional Development for the following staff for the 2020-2021 school year:

LAST NAME	FIRST NAME	WORKSHOP	DATE(S)	REGISTRATION FEE	MILEAGE	OTHER
Spicer	Alaina	*Introduction to Engineering PLTW Update	7/1/20 Thru 7/31/20 (Max 12 hours)	\$0.00	\$0.00	# \$480.00 Max Pay
Hutchison-Daniluk	Valeria	*PLTW Principles of Biomedical Science Update Training	7/6/20 To 7-10-20 (Max 8 hours)	\$0.00	\$0.00	# \$320.00 Max Pay
DeSopo	James	*PLTW Introduction to Engineering Design Update	7/1/20 Thru 7/31/20 (Max 12 hours)	\$0.00	\$0.00	# \$480.00 Max Pay
L'Hereux	Eileen	@LetterLand Training Gr 1	8/14/20 (Max 4 hours)	\$150.00	\$0.00	! \$160.00 Max Pay

*20-360-200-104-03-0000 – (#Correction from 6/24/20 Agenda)

!15-41-200-100-09-0009

@15-190-100-610-09-0009

39. Motion to approve the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2020-2021 School Year.

40. Approve Job Description for Network & System Supervisor.

B. PERSONNEL

1. CERTIFICATED

a. Resignations

1. FRANCO, Delly,
Teacher – Spanish Gr. 9-12 – LHS
Rescinded Offer
(BOE Approved on July 15, 2020 Agenda)
2. ROSA, Sandra
Teacher – Sp. Ed. – OSS
Rescinded Offer
(BOE Approved on July 15, 2020 Agenda)
3. SPICER, Alaina
Teacher – Math – LHS
Effective: September 27, 2020 or sooner
4. DRILLMAN, Nechama
Teacher - K Gen ED – LECC
Position Rescinded
5. PEREZ, Jessica
School Social Worker - Piner
Effective: October 6, 2020 or sooner

b. Retirements – None At This Meeting

c. Terminations - None At This Meeting

d. Leaves of Absence

1. KARAS, Rebecca
Teacher-LECC Campus II
Maternity-NJFLA-Unpaid
Effective: September 8th, 2020
Returning: December 1st, 2020
2. MORELLI, Caitlin
Teacher-Piner
Maternity- Sick (21)-Paid
Effective: September 2nd, 2020
Terminating: October 2nd, 2020

(pending attendance data)
Maternity-NJFLA-Unpaid
Effective: October 5th, 2020
Returning: December 21st, 2020

3. SCAFIDDI, Ashley
Teacher-LMS
Maternity-Sick (36)-Paid
Effective: September 8th, 2020
Terminating: October 29th, 2020
Maternity Extra consideration minus sub pay (15 days)-Paid
Effective: October 30th, 2020
Terminating: November 23rd, 2020
(pending attendance data)
Maternity-NJFLA-Unpaid
Effective: November 24th, 2020
Returning: January 4th, 2020
4. TAUBEL, Jennifer
Teacher-LMS
Maternity- Sick (13)-Paid
Effective: September 1st, 2020
Terminating: September 18th, 2020
(pending attendance data)
Maternity-NJFLA-Unpaid
Effective: September 21st, 2020
Terminating: December 11th, 2020
Maternity-FMLA-Unpaid
Effective: December 14th, 2020
Returning: January 4th, 2020
5. ZAZA, Lauren
Teacher-CAGS
Maternity-Sick (16) & Personal (3)-Paid
Effective: September 4th, 2020
Terminating: October 2nd, 2020
(pending attendance data)
Maternity-NJFLA-Unpaid
Effective: October 5th, 2020
Terminating: January 1st, 2020
Maternity-FMLA-Unpaid
Effective: January 4th, 2020
Returning: January 13th, 2020

6. ZWICK, Rachel
Teacher-LECC Campus II
Contractual Maternity-Unpaid
Effective: September 18th, 2020
Returning: October 30th, 2020

e. Transfers

1. PRIBULA, LeeAnn
From: Teacher –Resource Room – OSS
To: Teacher – 5th Grade ICR – OSS
Effective: September 1, 2020
Terminating: June 30, 2021
new position per student IEP requirements)
(Budget account # 15-120-100-101-09-0009)
(No Additional Cost to the District)
2. MITCHELL, Stacy
From: Teacher - ESL - EGC
To: Teacher – Gr 4 - EGC
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 15-120-100-101-05-0005)
(RESCIND original transfer BOE 6/24/2020 Agenda)
(No Additional Cost to the District)
3. COSTELLO, Barbara
Teacher
From: Teacher - Bilingual Gr 5 - CAS
To: Teacher - Bilingual Gr 4 - CAS
Effective: September 1, 2020
Terminating: June 30, 2021
(Reassignment - Rescinded)
(budget account # 15-240-100-101-06-0006)
(No additional cost to District)
4. ITWARU, Nandieta
From: Teacher – POR – CAS
To: Teacher – MD – LHS
Effective: September 1, 2020
Terminating: June 30, 2021
(replacement J Del Grosso – resigned - \$53,971.00)
(budget account # 15-212-100-101-03-0003)
(No Additional Cost to the District)

5. MOSTEL, Tobree

From: Assistant Principal – EGC
To: Supervisor/Assistant Principal – CAS
Effective: July 10, 2020
Terminating: June 30, 2021
(budget account # 15-000-240-103-06-000)
(replacement for A Maldonado – reassigned)
(No Additional Cost to the District)
(Title correction from June 24, 2020 agenda)

6. MANLAPIG, Courtney

From: Teacher – ELL – EGC
To: Teacher - K – LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account #11-110-100-101-12-0012)
(replacement for T Cerami – Non-renewal - \$69,611.00)

7. JACOBS, Lindsey

From: Teacher - PreK - SSS
To: Teacher - Master – LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
Replacement for I. Palmeri- Resigned position)
(No Additional Cost to the District)

f. Appointments

1. *BURZON, Jaylin

Guidance – Gr. 2-5 – OSS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 5, MA - \$55,471.00
(budget account #15-000-218-104-09-0009)
(replacement for A Salins – retired - \$91,079.00)
(Name correction from the 7/15/2020 agenda)

2. *LAMURA, Andrew
Teacher – Sp. Ed. - ICR/POR - MATH/SCI/SS - Gr 7 – LMS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 4, MA - \$55,071.00
(Replacement – M. Dahrouge – resigned - \$56,621.00)
(budget account #15-213-100-101-004-0004)
3. *FISCHER, Madina
Teacher - Spec Ed - Autistic Self-Contained - OSS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 4, MA - \$55,071.00
(New Position - To Meet Mandated Requirements)
(Pending to NJDOE Certification)
(budget account #15-214-100-101-09-0009)
4. *ALPHEAUS, Nasya
School Psychologist – CAS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 4, MA - \$55,071.00
(replacement - M. Rosciano-DiPietro - reassigned - \$97,625.00)
(budget account # 11-000-219-104-13-0013)
5. *LYONS, Alyssa
School Psychologist – SSS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 4, MA30 - \$57,071.00
(replacement - M. Jacobs - reassigned - \$69,411.00)
(budget account # 11-000-219-104-13-0013)
6. *POLLAK, Ahuva
Teacher - K ICR Sp. Ed. - LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 8, MA - \$56,621.00
(replacement – C Lloyd - reassigned - \$51,671.00)
(budget account # 11-110-100-101-12-0012)

7. *CIAVARRA, Jonathan
Teacher – Math - Geometry – LHS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 5, BA - \$52,471.00
(replacement – M Mincer - retired - \$50,761.00)
(budget account # 15-140-100-101-03-0003)
8. *BAGLIO, Michael
Teacher – Music – CAS & LHS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 4, BA - \$52,071.00
(replacement – T Flint - reassigned - \$51,261.00)
(budget account # 15-140-100-101-03-0003)
9. *JASKOLKA, Joy
Teacher – ESL – LHS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 6, BA - \$55,971.00
(replacement – E. Suarez - retired - \$91,346.00)
(budget account # 15-240-100-101-03-0003)
10. *SALAMEH, Marian
School Nurse – EGC
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 16, BA - \$60,671.00
(replacement – M McClathey – non-renewal - \$52,411.00)
(budget account # 15-000-213-104-05-0005)
11. *PUTELO, Julia
Teacher – Art - OSS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 4, BA - \$52,071.00
(replacement – J Kraft - resigned - \$50,761.00)
(budget account # 15-120-100-101-09-0009)

12. ESY (Extended School Year)

Effective: July 6, 2020

Terminating: August 12, 2020

Percentage of Their Annual Salary

Staff Member	Position	6 Weeks	3 Weeks	Amount
Glassenberg	Teacher	X		\$8,748.15

g. Reappointments – None At This Meeting

h. Salary Adjustments – None At This Meeting

i. Stipends

1. Co-Curricular Positions – CAGS

2020-2021 School Year

Per LEA Contract Schedule G

Budget Account: 15-401-100-100-05-0005

Staff Member Name	Co-Curricular Position	Stipend Amount
Rachel Klein	Academic Excellence	\$1,227.00
Margarita Garces	Audio Visual	\$1,326.00
Rosalie Di Miceli	Safety Patrol	\$1,173.00
Nicole Cinman	Winter/Spring Concert	\$1,146.00
Franklin Phillips	Winter/Spring Concert	\$1146.00
Cammie Powell	Stockroom Clerk	\$1,439.00
Corinne Hoffmann	Student of the Month	\$1227.00
Heather Palmieri	Newsletter	\$1,227.00

2. Morning Duty – Teacher Stipend

Temperature Check upon Staff/Student Walkers Arrival

2020-2021 School Year

(Depending on the start time of your assigned school.)

Stipend Elementary: \$1,800.00

Stipend LMS/LHS: \$3,600.00

(This Stipend Is Pensionable)

(Prorated if start date is after September 1, 2020)

(Budget Account: 11-000-270-161-00-2000)

Last Name	First Name	Location	Amount	Effective Date
Faas	Matthew	Piner	\$1,800.00	9/1/2020
Mann	Raymond	Piner	\$1,800.00	9/1/2020
Liebhauser	Rachael	Piner	\$1,800.00	9/1/2020
Pepper	Marsha	Piner	\$1,800.00	9/1/2020
Pagliaro	Gina	Piner	\$1,800.00	9/1/2020
Steinmetz	Doreen	CAS	\$1,800.00	9/1/2020
Palmieri	Heather	CAS	\$1,800.00	9/1/2020
Wiemkin	Susan	CAS	\$1,800.00	9/1/2020
McLaughlin	Maryellen	CAS	\$1,800.00	9/1/2020
O'Neill	Julianne	CAS	\$1,800.00	9/1/2020

3. Morning Duty - Substitute Teacher

Temperature Check upon Staff/Student Walkers Arrival
2020-2021 School Year

(Depending on the start time of your assigned school.)

Stipend: \$10.00 a day

(Prorated if start date is after September 1, 2020)

(Budget Account: 11-000-270-161-00-2000)

Staff Member Name	Location
Wudzki, Jon	CAS
Costello, Barbra	CAS

j. Tuition Reimbursement

1. BAQUERO, Coleen

3 credits

PT658 – Critical Assessment of the Literature & Evidence Informed Practice

\$1,275.00

Account #11-000-291-280-00-0000

2. DARROW-BARR, Kyna

3 credits

PT658- Critical Assessment of the Literature & Evidence Informed Practice

\$1,275.00

Account #11-000-291-280-00-0000

3. MENA, Elsa
3 credits
BLED-40520 Planning, Teaching & Assessment in ESL Classroom
\$2,055.00
Account #11-000-291-280-00-0000
4. HUGGINS-DICKEY, Gay
3 credits
LDR/711A Leadership Theory and Practice
\$2,217.00
Account #11-000-291-280-00-0000

k. Miscellaneous – None At This Meeting

2. NON-CERTIFICATED

a. Resignations

1. JONES-BROWN, Tori
Paraprofessional – ESY – **ONLY**
Changed from 6 weeks to 3 weeks
2. DENTINO, Anthony
Paraprofessional – 1:1 CAS
Effective: August 17, 2020

b. Retirements – None At This Meeting

c. Terminations - None At This Meeting

d. Leaves of Absence –

1. BAILLIE, Ann
IT Support-BOE
Medical-Sick (29 days)-Paid
Effective: August 3, 2020
Returning: September 21, 2020
(pending attendance data)
2. DAVIS, Patricia
Paraprofessional-LMS
Maternity FMLA-Unpaid
Effective: September 1, 2020
Returning: November 24, 2020

3. FLORES, Gricelda
Secretary-OSS
Bonding-Sick (2), Personal (5), & Vacation (12)-Paid
Effective: August 24, 2020
Terminating: September 18, 2020
(pending attendance data)
Bonding-NJFLA-Unpaid
Effective: September 21, 2020
Returning: December 14, 2020

e. Transfers

1. CAMPBELL, Ernest
From: Paraprofessional – 1:1 – CAS
To: Paraprofessional – 1:1 – OSS
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-09-0009)
(Reassigned due student transferred to OSS)
(No additional cost to District)
2. MALDONADO, Delilah
From: Paraprofessional – POR – CAS
To: paraprofessional – MD Program – LHS
Effective: September 1, 2020
Terminating: June 30, 2021
(replacement for C Maliff – hired as a Teacher - \$20,177.00)
(budget account # 15-212-100-106-03-0003)
(No additional cost to District)
3. RENOUF, Leila
From: Paraprofessional – 1:1 – CAS
To: Paraprofessional – 1:1 – LMS
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-04-0004)
(Reassigned due student transferred to LMS)
(No additional cost to District)

4. CITERA, Joseph
From: Paraprofessional - 1:1 – Gr. K - ABA – Piner
To: Paraprofessional -1:1 - Gr 2 -LLD Program – CAS
Effective: September 1, 2020
Terminating: June 30, 2021
(Reassigned due student transferred to CAS)
(budget account # 11-000-217-106-06-0006)
(No additional cost to District)
5. HIGGINS, Natalie
From: Paraprofessional - 1:1 - DIR - Piner
To: Paraprofessional - 1:1 - Gr 2 Autistic Program OSS
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-09-0009)
(Student was transferred to OSS – Higgins Salary Line transfer)
(No additional cost to District)
6. POLOSKI, Britney
From: Paraprofessional - PSD 1:1 – LECC Campus I
To: Paraprofessional - PS Program - LECC Campus I
Effective: September 1, 2021
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-00015)
(Replacement for M. Shor Reassigned - \$21,524.00)
(No additional cost to District)
7. STEPIRO, Nicole
From: Paraprofessional - PSD 1:1 – LECC Campus I
To: Paraprofessional- PS Program - LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for A. DelPezzo - Reassigned- \$20,949.00)
(No additional cost to District)
8. KNAPP, Eileen
From: Paraprofessional - K 1:1 – LECC Campus II
To: Paraprofessional- K Program - LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-190-100-106-12-0012)
(Replacement for D. Kenney – Reassigned - \$21,174.00)
(No additional cost to District)

9. DELPEZZO, Angela
From: Paraprofessional - PS Program - LECC Campus II
To: Paraprofessional - PS Program - LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for M. Heagle – Hired as a Teacher -\$22,199.00)

10. DZIALOWSKI, Alina
From: Paraprofessional - PSD 1:1 – LECC Campus III
To: Paraprofessional - PS Program - LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for C. Dries – Reassigned - \$27,594.00)
(No additional cost to District)

11. TERREAZAS de Cortes, Graciela
From: Paraprofessional - PSD 1:1 – LECC Campus III
To: Paraprofessional – PS Program - LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for S. Smith – Reassigned - \$20,799.00)
(No additional cost to District)

12. KUSY, Pamela
From: Paraprofessional - PSD 1:1 – LECC Campus I
To: Paraprofessional - PS Program - LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for C. Posemato – Reassigned - \$20,099.00)
(No additional cost to District)

13. VEGLATTE, Judy
From: Paraprofessional - PSD 1:1 - LECC Campus III
TO: Paraprofessional - PS Program - LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for B. Greenstein – Reassigned - \$20,799.00)
(No additional cost to District)

14. SMITH, Shacana

From: Paraprofessional - PS Program – LECC Campus III
To: Paraprofessional - PSD 1:1 - LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-08-0015)
(Replacement for G. Terreazas de Cortes – Reassigned - \$18,599.00
(No additional cost to District)

15. KENNEY, Dana

From: Paraprofessional – K Program – LECC Campus II
To: Paraprofessional - K 1:1 – LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-08-0015)
(Replacement for E. Knapp – Reassigned - \$18,749.00)
(No additional cost to District)

16. POSEMATO, Cortney

From: Paraprofessional – PS Program – LECC Campus III
To: Paraprofessional - PS Program- LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for C Fee – Reassigned - \$20,949.00)
(No additional cost to District)

17. VEGLATTE, Judy

From: Paraprofessional – PSD 1:1 – LECC Campus III
To: Paraprofessional - PS Program – LECC Campus III
Effective: September 1, 2020
Terminating: June 30, 2020
(budget account # 11-216-100-106-15-0015)
(Replacement for B Greenstein - Reassigned - \$20,799.00)
(No additional cost to District)

18. SALAMEH, Marian

From: Paraprofessional - PSD 1:1 – LECC Campus I
To: Paraprofessional – PS Program – LECC Campus 1
Effective: September 1, 2020
Terminating: June 30, 2020
(budget account # 11-216-100-106-15-0015)
(Replacement for D. Citkowicz-Reassigned- \$21,874.00)
(No additional cost to District)

19. DUFFICY, Theresa

From: Paraprofessional - PSD 1:1 – LECC Campus I
To: Paraprofessional - PS Program – LECC Campus I
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-216-100-106-15-0015)
(Replacement for N Stepiro-Reassigned- \$22,794.00)
(No additional cost to District)

20. CANGIALOSI, Julie

From: Paraprofessional – PHS 1:1 – LECC Campus III
To: Paraprofessional – PS Program – LECC Campus III
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-216-100-106-15-0015)
(Replacement for S. Smith-Reassigned - \$20,799.00)
(No additional cost to District)

21. NERI, Rosaria

From: Paraprofessional – PSD 1:1 – LECC Campus III
To: Paraprofessional - PS Program – LECC Campus III
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-216-100-106-15-0015)
(Replacement for Veronica Ordenana-Reassigned \$18,449.00)
(No additional cost to District)

22. EUTSCH, Chaya

From: Paraprofessional - PSD 1:1 - LECC Campus II
To: Paraprofessional – PSD 1:1 – LECC Campus I
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-000-217-106-08-0015)
(Replacing Britney Polosky- Reassigned- \$20,949.00)
(No additional cost to District)

23. GREENSTEIN, Batya

From: Paraprofessional - PS Program - LECC Campus III
To: Paraprofessional - PS Program - LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(New Classroom – Due to increase of students)
(No additional cost to District)

24. DRIES, Candace

From: Paraprofessional - PD Program – LECC Campus III
To: Paraprofessional - K Program - LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-190-100-106-12-0012)
(New Classroom – Due to increase of students)
(No additional cost to District)

25. SHOR, Miladys

From: Paraprofessional – PS Program – LECC Campus I
To: Paraprofessional - PS Program– LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(New Classroom – Due to increase of students)
(No additional cost to District)

26. KOTLER, Dana

From: Paraprofessional - PS 1:1– LECC Campus II
To: Paraprofessional – K 1:1- LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-08-0015)
(New Classroom – Due to increase of students)
(No additional cost to District)

27. CITKOWICZ, Dana

From: Paraprofessional - PS Program – LECC Campus I
To: Paraprofessional - PS Program – LECC Campus II
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-216-100-06-15-0015)
(New Classroom – Due to increase of students)
(No additional cost to District)

28. RODRIGUEZ, Ravin

From: Paraprofessional - PSD 1:1 – LECC Campus I
To: Paraprofessional - PS Program - LECC Campus I
Effective: September 1, 2021
Terminating: June 30, 2021
(budget account # 11-216-100-106-15-0015)
(Replacement for P. Rozelli - Reassigned - \$18,599.00)
(No additional cost to District)

29. KIRMAN, Erin

From: Paraprofessional – PS Program – LECC Campus I
To: Paraprofessional - PSD 1:1 - LECC Campus II
Effective: September 1, 2020
Terminating: June 30, 2021
(budget account # 11-000-217-106-08-0015)
(Mandatory to meet IEP requirement)
(No additional cost to District)

30. ROSELLI, Patrizia

From: Paraprofessional – PS Program – LECC Campus I
To: Paraprofessional - PSD 1:1 – LECC Campus III
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-000-217-106-08-0015)
(Mandatory to meet IEP requirement)
(No additional cost to District)

31. ESCALONA, Kim

From: Paraprofessional – PS Classroom – LECC Campus III
To: Paraprofessional – PSD 1:1 – LECC Campus III
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-000-217-106-08-0015)
(Mandatory to meet IEP requirement)
(No additional cost to District)

32. JOSEPH, Tova (Jackie)

From: Paraprofessional – K 1:1 - LECC Campus II
To: Paraprofessional - PSD 1:1 – LECC Campus II
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-000-217-106-08-0015)
(Mandatory to meet IEP requirement)
(No additional cost to District)

33. ELEFANT, Shira

From: Paraprofessional - PS Program – LECC Campus II
To: Paraprofessional – PSD 1:1 – LECC Campus III
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-000-217-106-08-0015)
(Mandatory to meet IEP requirement)
(No additional cost to District)

34. FEE, Christopher

From: Paraprofessional - PS Program – LECC Campus II
To: Paraprofessional - K 1:1 – LECC Campus II
Effective: September 1, 2020
To: June 30, 2020
(budget account # 11-000-217-106-08-0015)
(Mandatory to meet IEP requirement)
(No additional cost to District)

35. POWELL, Bryan

From: Network & Systems Specialist
To: Network & Systems Supervisor
Effective: August 13, 2020
Terminating: June 30, 2021
Salary: \$76,500.00 - prorated
(new position due to District needs)

f. Appointments

1. CAFETERIA AIDE

Effective: September 1, 2020
Terminating: June 30, 2021
Salary: \$11.00 per hour
(maximum 4 hours daily)

Castro, Gloria-OSS
Gladden, Thomas-CAGS
Toledo, Norma-Piner

2. SUBSTITUTE PARAPROFESSIONAL
2020-2021 school year
\$12.00 per hour

Last Name	First Name
Agban	Nevien
Bivins-Rhoney	Florence
Caprioni	Barbara
Carlo	Angela
Christopher	George
Engel	Ronald
Fazzi	Nicole
Frankovitch	Sandra
Frost	Robert
Goldstein	Jerry
Gorsak	Janine
Kronowski	Gregory
Leahey	Maura
Messina	Charles
Murray	Carol
Ng	Kathryn
Pysniak	Donna

3. SUBSTITUTE SECRETARY
2020-2021 school year
\$12.00 per hour

First Name	Last Name
Finger	Rachel
Laverty	Elizabeth
Leahey	Maura
Pysniak	Donna
Schwartz	Debra
Steffe	Lizzette

4. *PATTERSON, David
Paraprofessional – 1:1 LLD Program - OSS
Effective: September 1, 2020
Terminating: June 30, 2021
Salary: Step 5, 90 Credits - \$ 20,649.00
(replacement for K Sheppard – rehired as a Teacher - \$20,289.00)
(budget account #15-204-100-106-09-0009)

5. *CUCCO, Julian
Computer Technician – District
Effective: August 10, 2020
Terminating: June 30, 2021
Salary: \$44,500.00 prorated
(replacement for A Pyle – resigned - \$39,726.00)

g. Reappointments – None At This Meeting

h. Salary Adjustments– None At This Meeting

i. Stipends

1. **TABLED**
GULICS, Jane
Leve I Processor for Title I, II, III, IV, CARES ACT, Nonpublic Textbooks
& Nursing Grants
Effective: August 13, 2020
Terminating: June 30, 2021
Stipend: \$1,500.00 per month
(budget account # 20-231-200-100-15-0000)
2. Morning Duty Paraprofessional Stipend
Temperature Check upon Staff/Student Walkers Arrival
2020-2021 School Year
(Depending on the start time of your assigned school.)
Stipend Elementary: \$1,000.00
Stipend LMS/LHS: \$2,000.00
2020-2021 School Year
(This Stipend Is Pensionable)
(prorated if start date is after September 1, 2020)
(budget account #11-000-270-160-00-2000)

Last Name	First Name	Location	Amount	Effective Date
Durando,	Erica	CAS	\$1,000.00	9/1/2020

3. Prior Approvals For ESY On The June 16, 2020 Agendas is Rescinded And Replaced By The Following:
 ESY (Extended School Year)
 Effective: July 6, 2020
 Terminating: August 12, 2020
 Percentage of Their Annual Salary

STAFF MEMBER	SCHOOL	6 WEEKS	3 WEEKS	SALARY
Jones-Brown, Tori	OSS		X	\$ 1,299.20

4. Parent Liaison
 2020-2021 School Year
 Stipend: \$3,000.00
 (budget account #15-401-100-100- xx-xxxx)

Parent Liaison	Location
Rochel Lazewnik	LECC
Emilia Cuzco	CAS
Catherine Perez	EGC
Lizzette Steffer-Calderon	OSS
Maria Oquendo	Piner
Jeanette Rodriguez	SSS
Maria Janusz	LMS
Josefa Asad	LHS

j. Miscellaneous

- * Appointment subject to approval of Criminal History background check by State Department of Education, as per NJSA 18A:6-7-1, et. seq., NJSA 18A:39-17 et. seq., or NJSA 18A:6-4.13 et seq., as applicable.
- ** As required by law and code, this Emergent Employee Resolution, upon motion duly made, seconded and carried, it was RESOLVED that this person be employed by the Board of Education of the Lakewood Public School District in the County of Ocean on an emergent basis.
- *** This position does not include the following:
- | | |
|---------------------------|-------------------|
| Medical Coverage | Personal Days |
| Dental Coverage | Professional Days |
| Prescriptions | Vacation Days |
| Optical Coverage | Sick Days |
| Reimbursement for Credits | |

MOTION TO APPROVE TO ACCEPT THE ADDITIONS TO THE AGENDA, BUSINESS & SUPERINTENDENT AGENDA (passed)

Motion: Mr. Rodriguez **Second:** Mr. Bender

7 Ayes: Mr. Zlatkin, Mr. Grunhut, Mrs. Jackson-Byers, Mr. Nakdimen, Mr. Stern, Mr. Rodriguez, Mr. Bender

0 Nays:

0 Abstained:

2 Absent: Mr. Gonzalez, Mr. Treisser

Note: Mr. Nakdimen's vote should reflect his abstention from any item pertaining to or involving SCHI, and Business Agenda letter U.

Payment will not be made by the Board of Education Business Office until a contract is fully executed by the Board and prior to work commencing reviewed and initialed by General Counsel.

XIII. OLD BUSINESS

A Special Board Meeting will be held through Zoom on Thursday, August 20, 2020: 6:30 p.m. Executive Session, 7:30 p.m. Public Session.

XIV. NEW BUSINESS

XV. GOOD AND WELFARE

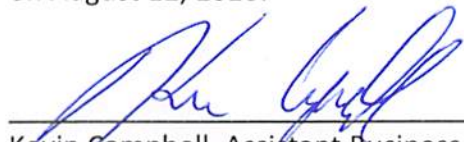
XVI. ADJOURNMENT

Motion to Adjourn:

Motion: Mr. Nakdimen **Second:** Mr. Rodriguez

Meeting was adjourned at 10:27 p.m.

I, Kevin Campbell, Assistant Business Administrator/Board Secretary, of the Lakewood Board of Education, hereby certify this to be a true copy of the Agenda from a public meeting held on August 12, 2020.



Kevin Campbell, Assistant Business Administrator/Board Secretary

August 13, 2020

ADMINISTRATION

1648.02

Remote Learning Options for Families (M)

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

M

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
 - 1. All students are eligible for full-time remote learning.
 - a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
 - b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools

ADMINISTRATION

1648.02

Remote Learning Options for Families (M)

(county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the **Superintendent** by **August 3rd** calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
2. The student may only begin full-time remote learning, at the beginning of the school year or at the beginning of a mid-year semester.
3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;
 - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

ADMINISTRATION

1648.02

Remote Learning Options for Families (M)

- (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the **Superintendent** or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The **Superintendent** or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
 - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. The Principal's written approval of the request shall be provided to the parent within **21** calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning
 1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern

ADMINISTRATION

1648.02

Remote Learning Options for Families (M)

the delivery of services to, and district expectations of, students participating in the remote learning program and their families;

- b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
- c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
 - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
- d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.

D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

- 1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least **14** calendar days before the student is eligible for in-person services.
- 2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of the school year or at the beginning of a mid-year semester.
- 3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;

ADMINISTRATION

1648.02

Remote Learning Options for Families (M)

- b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
- 4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.
 - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
- 5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
 - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
- 6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
- 7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

ADMINISTRATION

1648.02

Remote Learning Options for Families (**M**)

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.
- F. Procedures for Communicating District Policy with Families
 1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
 - a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
 - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
 - c. Scope and expectations of full-time remote learning in accordance with C. above;
 - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
 - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
 1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A,

ADMINISTRATION

1648.02

Remote Learning Options for Families (**M**)

N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for "Remote Learning Options for Families" which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:
"Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021"

Adopted:

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

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

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

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

1. Definitions - For the purposes of the EFMLEA:

- a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. "Employer" means any employer with fewer than five hundred employees.
- c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

- f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

2. Relationship to Paid EFMLEA Leave

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

a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid.
- (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).
- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.
- (2) The paid leave for an employee shall be calculated based on:

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

- (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
 - (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).
- (3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.
- (4) Varying Schedule Hours Calculation – In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:
 - (a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 - (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- c. Employee Notice to Employer
 - (1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

- (a) A request for such leave that is foreseeable shall be submitted to the Human Resources Department prior to commencing the leave.
 - (b) A need for such leave that is not foreseeable shall be submitted to the Human Resources Department within one business day of the first day of the leave being taken by the employee.
 - (c) The employee shall provide to the Human Resources Department the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.
- d. Restoration to Position
- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
 - (a) The employee takes leave under the EFMLEA.
 - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
 - i. That affect employment; and
 - ii. Are caused by a public health emergency during the period of leave.
 - (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with

ADMINISTRATION
1649

Federal Families First Coronavirus (COVID-19) Response Act
equivalent employment benefits, pay, and other terms and
conditions of employment.

- (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

(2) Contact Period

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

B. Emergency Paid Sick Leave Act (EPSLA)

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

1. Definitions

a. For purposes of the EPSLA and this Policy:

- (1) "Employee" means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.
- (2) "Employer" means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

- (a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:
 - i. In the case of a private entity or individual, employs fewer than five hundred employees; and
 - ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.
- (b) “Covered employer” also includes:
 - i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and
 - ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
 - (a) Is provided by an employer for use during an absence from

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act
employment for a reason described in any paragraph of
B.2.a. below; and

- (b) Is calculated based on the employee's required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:
 - i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:
 - (a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
 - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
 - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

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

ADMINISTRATION
1649

Federal Families First Coronavirus (COVID-19) Response Act

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

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

2. Paid Sick Leave Requirement

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

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act
unavailable, due to COVID–19 precautions.

- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
- b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
 - (1) For full-time employees, eighty hours.
 - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- c. Paid sick time under the EPSLA shall not carry over from one year to the next.

4. Employer's Termination of Paid Sick Time

- a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.

5. Prohibition

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

6. Use of Paid Sick Time

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
 - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
 - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.
- 7. Notice
 - a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
 - b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.
- 8. Prohibited Acts
 - a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
 - (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.
- 9. Enforcement

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
 - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
 - b. Unlawful Termination - An employer who willfully violates B.8. above shall:
 - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
 - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
10. Rules of Construction
- a. Nothing in the EPSLA shall be construed:
 - (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
 - (a) Other Federal, State, or local law;
 - (b) Collective bargaining agreement; or
 - (c) Existing employer policy; or
 - (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

ADMINISTRATION

1649

Federal Families First Coronavirus (COVID-19) Response Act

11. Guidelines

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

12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the Human Resources Department, who may request documentation from the employee in support of the emergency paid sick leave.
- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
 - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such

ADMINISTRATION
1649

Federal Families First Coronavirus (COVID-19) Response Act requirements would jeopardize the viability of the business as a going concern; and

- (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

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

Adopted:

Program
2270

RELIGION IN THE SCHOOLS

2270 RELIGION IN THE SCHOOLS

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

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

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** prayer during non-instructional time; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time;** prayer in classroom assignments; student assemblies and **noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.

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

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

U.S. Const. Amend. 1

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

Program
2270

RELIGION IN THE SCHOOLS

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – **January 16, 2020**

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

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

Adopted: 17 October 2013

Revised:

HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

2431.3 HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

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

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

The NJSIAA Policy shall address:

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

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

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

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

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or

HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

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

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

The school district will implement provisions of this Policy as determined by the Superintendent or designee for student-athletes participating in athletic programs other than students in grades nine through twelve to include students in grades 6 through 8.

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

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

Adopted: 17 October 2013

Revised: 12 February 2019

Revised:

Program
2622

STUDENT ASSESSMENT (M)

2622 STUDENT ASSESSMENT (M)

M

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

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

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

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

Statewide Assessment System

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

Program
2622
STUDENT ASSESSMENT (M)

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

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

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

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

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

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

At specific times prescribed by the Commissioner of Education, the Board of Education shall

Program
2622

STUDENT ASSESSMENT (M)

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

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

Test Administration Procedures and Security Measures

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

Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). Information regarding individual student test scores shall only be released in accordance with Federal and State law.

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

The Board of Education shall maintain an accurate record of each student's Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the

Program
2622

STUDENT ASSESSMENT (M)

confidentiality of individual students.

Parental Notification

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

performance on Statewide assessments.

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

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

Accountability

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

Program
2622

STUDENT ASSESSMENT (M)

4.2.

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

Annual Review and Evaluation of School Districts

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

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-1 et seq.

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted: 17 October 2013
Revised: 13 May 2015
Revised: 21 July 2016
Revised: 8 May 2017
Revised:

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)
5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

M

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (**NJMVC**) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

A nonresident child otherwise eligible for attendance whose parent(s) or guardian(s) anticipates district residency and has entered a contract to buy, build, or rent a residence in this district will not be permitted to enroll in the district prior to residency. All students must be domiciled in the district in order to attend school.

Student who are seniors in the high school and have attended high school for three previous years, whose parent(s) or guardian(s) have moved away from the school district during the final marking period, will be permitted to finish the school year in this district without payment of tuition provided the pupil is in good academic and disciplinary standing with the Superintendent's approval.

F-1 Visa Students

The school district **is not required to, but may** permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the

Students
5111

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.**

District Residency Yearly Confirmation

To ensure that only Lakewood residents attend Lakewood Schools, all students entering in to specific Grades/Programs will be required to provide Proof of Eligibility. The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.

- Entering 6th Grade
- Entering 9th Grade
- Registered in an Out-of-District School
- Registered in a School for Student with Disabilities
- Registered in a Private School with an IEP
- Registered in an Inter-district Public School Choice

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted: 17 October 2013

Revised: 21 March 2016

Revised: 22 June 2016

Revised: 12 February 2019

Revised:

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

M

A. Definitions

1. “Affidavit student” means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. “Appeal” means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. “Applicant” means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. “Commissioner” means the Commissioner of Education or his/her designee.
5. “Guardian” means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian’s school district unless it can be proven that the child does not actually live with the custodian. “Guardian” also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
 - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
 - (1) When a student’s parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.

- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
 - (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.

- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
 - b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
 - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
 - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.
- a. When property tax is paid in equal amounts to two or more

municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.

- b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
- c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.

- 3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Eligibility to Attend School – Other Students Eligible to Attend School

- 1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or

her own child.

- a. A student is not eligible to attend this school district pursuant to this provision unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this provision solely

because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.

- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
- 2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
- 3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
 - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance

with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.

8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
 - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
 - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
 - c. If the parent or guardian or the relevant documentation indicates the

child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.

- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
 - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation

constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.

- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
 - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Finance for reimbursement payment(s) to the school district.

(3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).

h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.

i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.

a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

The school district **is not required to, but may** permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.**

E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.

F. Proof of Eligibility

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:

- a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
- b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

- c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
- 2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
 - 3. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
 - 4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

status, except as set forth in N.J.A.C. 6A:22-3.3(b);

c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and

d. Social security numbers.

5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (**NJMVC**) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**

G. Registration Forms and Procedures for Initial Assessment

1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:

a. Are consistent with the forms provided by the Commissioner;

b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;

c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;

- d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
- 2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
 - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
 - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
 - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
 - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
- 3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.

- a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
- b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
 - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
- 4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
 6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
 7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
 8. Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
 9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.
- H. Notice of Ineligibility
1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.

2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
 - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
 - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
 - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
 - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
 - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible

attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;

- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

I. Removal of Currently Enrolled Students

- 1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
 3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
 4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.
 5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.
- J. Appeal to the Commissioner
1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
 - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the

student.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner’s finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student’s ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district’s error. If the record does not include such a calculation and the Board of Education has filed a

counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Issued: 17 October 2013
Revised: 22 June 2016
Revised: 12 February 2019
Revised:

Students
5200
ATTENDANCE (M)5200 ATTENDANCE (M)**M**

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

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

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

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

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

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

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

The Superintendent shall calculate and monitor the average daily attendance rate for the

Students
5200

ATTENDANCE (M)

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

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted: 17 October 2013

Revised: 13 May 2015

Revised:

R 5200 ATTENDANCE (M)

M

A. Definitions

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

B. Attendance Recording

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

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

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

- a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other

authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.

- b.** No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
- c.** A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
- d.** A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
- e.** The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
- f.** The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
- g.** A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

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

1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**
2. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy.** “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
3. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

A student who is absent due to an illness he/she must provide medical documentation to the Attendance Department upon return to school within two school days;

Bedside Instructions;

The student’s required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

The student’s suspension from school;

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

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

Visits to post-secondary educational institutions. Juniors will be allowed two

visits for the year and seniors will be allowed four for the year;

Interviews with a prospective employer or with an admissions officer of an institution of higher education;

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

4. **For cumulative unexcused absences of five or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25** as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.
5. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

D. Notice to School of a Student's Absence

1. The parent or adult student **shall notify** the school office before the school day **when the student will not be in school.**

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session **shall** provide notice to the school office before the start of the afternoon session.
 3. **The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.**
 4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged **shall** notify the school office to arrange make-up work.
 5. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.**
- E. Readmission to School After an Absence
1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
 2. A note explaining a student's absence for a noncommunicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
 3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
 4. **The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific**

requirements of the medical examination prior to the student's return to school.

F. Instruction

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

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from eighteen (18) or 10% of 180 school days or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, **absences for those excused**

in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

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

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent eighteen (18) or 10% of 180 school days or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences **for those excused in accordance with the reporting requirements of the school register**, and absences due to student's suspension will not count toward the total.

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

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

1. Teacher Responsibilities

- a. Teachers should record attendance in the designated data system by the end of each period;
- b. Teachers must make contact with a parent(s) or legal guardian(s) when a student has been absent two times consecutively or five times within a two week period;
- c. If a pupil has been absent three times within that marking period the teacher must notify the Attendance office as well as their guidance counselor via email; and
- d. All medical documentation received should be given to the Health office, which will in turn enter the absences into the designated

data system as excused.

2. For up to three (3) cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- f. Note goes home notifying parents of absences.

3. For between four (4) and nine (9) cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. A student with three unexcused absences will receive a letter notifying parent(s) or legal guardian(s) that their child has exceeded the allowable number of absences.
- d. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-

7.6(a)4.i.(3) and H.1.c. above;

- e. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

- (1) A parent conference will be scheduled with the attendance Officer, CST, Guidance Counselor and all other needed parties to discuss attendance concerns. Pupil and parent(s) or legal guardian(s) will sign an attendance contract and pupil will be given five days to improve attendance.
- (2) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- (3) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
- (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
- (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
- (7) Engage the student's family.
- (8) If a student has not improved, then the Attendance office will generate a letter notifying the parent(s) or legal guardian(s) that truancy charges will be filed at the fifth day of absences.

- e. Cooperate with law enforcement and other authorities and agencies, as

appropriate.

4. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of five and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required;
 - e. Consider an alternate educational placement (secondary student).
5. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court;
or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the

student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

6. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
7. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with four (4) or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.
- I. Notification Process
 1. Warning letter: The Office of Attendance will generate a form letter that is mailed to the home of the pupil informing the parent(s) or legal guardian(s) of excessive absences. The office will keep a copy of the letter. This warning letter will state that because of excessive absences, the pupil is in danger of facing truancy charges. This letter is generated at the third unexcused absence in a full year course.
 2. Phone call to parent(s) or legal guardian(s): An automated phone call will be made to the parent(s) or legal guardian(s) of the pupil alerting them of

their child's absences/tardies.

3. Filing letter: The Office of Attendance will generate a form letter informing the parent(s) or legal guardian(s) that truancy charges are filed in the Lakewood Municipal Court after fifth unexcused absences.

J. Discipline

1. When a pupil has three unexcused absences, he/she will receive detention.
2. When a pupil exceeds six unexcused absences in a marking period, he/she will receive detention and the Truancy Officer will file charges with the court.
3. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
4. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
5. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

K. School Grading Policy

Grades awarded to the pupil at the end of each quarterly grading period reflect the teacher's assessment of a pupil's progress and achievement based on criteria established for that subject. Standards for establishing each quarterly grade are as follows:

Lakewood High School Grading Policy

Important Points:

- a. A student must obtain an average grade of 65% for four marking periods in order to pass the course.
- b. A student may not exceed eighteen unexcused absences per school year.

- c. Eighteen or more unexcused absences will result in a grade of "CW" (Credit Withdrawn). However, the student will still receive a numerical grade. When appropriate a student may appeal his/her grade of "CW".

- d. Grading

Secondary School Grading Key

Grading Legend

A - 90-100

B - 80-89

C - 70-79

D - 65-69

F- 0-64

I-Incomplete

M – Medical

NM – No Mark

W- Withdrawn

W- Withdrawal Fail

WP- Withdrawal Pass

CR – Credit Recovery

- L. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

- M. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed. Absences due to OSS, ISS or early dismissal because of Lakewood High School Athletic Department scheduling will not be considered as part of the eighteen absences.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The committee will include an administrator, school nurse, school counselor and teacher. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the

Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

N. Attendance Records

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

Adopted: 17 October 2013
Revised: 16 December 2015
Revised: 12 February 2019
Revised: 25 November 2019
Revised:

5320 IMMUNIZATION

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

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

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

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

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

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

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

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

Adopted: 17 October 2013

Revised:

R 5320 IMMUNIZATION

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

1. **The Principal or designee shall not knowingly admit or retain any child whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section I. of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below or exempted as provided in section C. and D. of this Regulation, and N.J.A.C. 8:57-4.3 and 8:57-4.4.**

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

1. A student shall be admitted to school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**
4. Provisional status shall only be granted one time to **children** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b).**

5. **Children** transferring into this district from **out-of-State** or **out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
 6. The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.
 7. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**
- C. **Medical Exemptions (N.J.A.C. 8:57-4.3)**
1. A **child** shall not be required to have any specific immunization(s) **which** are medically contraindicated.
 2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 3. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the**

immunization(s) from which he/she has been exempted.

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.
 5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.
 - a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.
 - b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).
- D. Religious Exemptions (N.J.A.C. 8:57-4.4)
1. A child shall be exempted from mandatory immunization if the child's parent submits to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."
 - a. The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.
 2. The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.
 3. The school district may exclude children with religious exemptions from receiving immunization agents from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State

Commissioner of Health and Senior Services or designee.

4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**
- E. **Documents Accepted as Evidence of Immunization (N.J.A.C. 8:57-4.6)**
 1. **The following documents shall be accepted as evidence of a child's immunization history, provided that the type of immunization and the date when each immunization was administered is listed.**
 - a. **An official school record from any school or preschool indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.;**
 - b. **A record from any public health department indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.;**
 - c. **A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.; or**
 - d. **The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.**

2. All immunization records submitted by a parent in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

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

1. **The school district shall maintain an official State of New Jersey School Immunization Record for every student. This record shall include the date of each individual immunization and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
2. **If a child withdraws, is promoted, or transfers to another school district, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school district by the original school district or shall be given to the parent upon request, within twenty-four hours of such a request.**
3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
5. **Each child's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary**

school for a minimum of one year after the child has left the school.

6. Any computer-generated document or list developed **by the school district** to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey **School** Immunization Record.
- G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**
1. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or **designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).**
 2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
 3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
 4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
 5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.
- H. Records Available for Inspection (N.J.A.C. 8:57-4.9)**
13. The Principal or **designee of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made** available for inspection by authorized representatives of the **New Jersey** Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located.

I. Immunization Requirements

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

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday . 1 dose of live Rubella-containing vaccine on or after 1st birthday .	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Laboratory evidence of immunity is also acceptable.
VARICELLA	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
N.J.A.C. 8:57-4.17		care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
N.J.A.C. 8:57-4.19		or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza
PROVISIONAL ADMISSION: Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.	
GRACE PERIODS: <ul style="list-style-type: none"> • 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility. • 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin. 	

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

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

1. If ~~a~~ **an outbreak or** threatened outbreak of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).
3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**
4. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons outlined in N.J.A.C. 8:57-4.22(d).

Issued: 17 October 2013

Revised:

Students
5330.04

ADMINISTERING AN OPIOID ANTIDOTE (M)

5330.04 ADMINISTERING AN OPIOID ANTIDOTE (M)

M

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

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

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

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

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

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

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

Students
5330.04

ADMINISTERING AN OPIOID ANTIDOTE (M)

requirement.

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

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

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

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

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior

Students
5330.04

ADMINISTERING AN OPIOID ANTIDOTE (M)

consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

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

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

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

18A:40-12.26; 18A:40-12.27

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

Adopted: 12 February 2019

Revised:

R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

M

A. Definitions

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

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

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

- b. The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.**
- 2. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" – N.J.S.A. 24:6J-1 et seq.**
 - a. Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**
- 3. The school nurse shall be responsible to:**
 - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
 - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 - b. Document the administration of an opioid antidote on a student's health record;
 - c. Monitor the on-site inventory and replacement of the opioid antidote supply; ~~and~~
 - d. Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**
 - e. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators.**
- 4. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-**

12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.
3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.
 - a. **Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.**

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

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

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

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

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

D. Administration of an Opioid Antidote

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

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

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

2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external**

defibrillator (AED).

3. **The certified school nurse and/or other A staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.**
 4. **An individual shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
 5. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.
 6. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
 7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**
- E. Use of Controlled Dangerous Substances
1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.
- F. **Limitation of Liability**

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

Issued: 12 February 2019

Revised:

Students
5610
SUSPENSION (M)

5610 SUSPENSION (M)

M

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

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

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

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

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

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

Students
5610
SUSPENSION (M)

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

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

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

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

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

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

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not

Students
5610

SUSPENSION (M)

appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 17 October 2013
Revised: 10 December 2014
Revised: 8 May 2017
Revised: 19 July 2017
Revised:

R 5610 SUSPENSION PROCEDURES (M)

M

A. Short-Term Suspensions

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

- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
 - (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- 2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
 - 3. An appeal of the Board's decision affecting the general education student's

educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.

4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting

expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.

- (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.
 - (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;

- (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and

- (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
 - k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
- 2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - 3. Suspension of a general education student shall not be continued beyond the

Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.

- a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
 - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
 - a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
 5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:

- a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

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

removal from the school's regular education program.

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

Issued: 17 October 2013
Revised: 10 December 2014
Revised: 8 May 2017
Revised: 19 July 2017
Revised:

5620 EXPULSION (M)

M

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

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

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

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

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

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and

Students
5620

EXPULSION

provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

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

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

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

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

N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**

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

Adopted: 17 October 2013

Revised: 10 December 2014

Revised: 8 May 2017

Revised: 19 July 2017

Revised:

Operations
8320

PERSONNEL RECORDS (M)

8320 PERSONNEL RECORDS (M)

M

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

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

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

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H.

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

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

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

An employee may appeal to the Superintendent the inclusion or exclusion of records or for

Operations
8320

PERSONNEL RECORDS (M)

appropriate administrative review of the accuracy of any record in his/her personnel file.

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

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

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

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

Adopted: 17 October 2013

Revised:

R 8320 PERSONNEL RECORDS (M)

M

A. Content of Record

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

assigned;

- m. Completed evaluations;
 - n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of Personnel Records

- 1. The Superintendent is custodian of all personnel records.
- 2. Personnel records shall be maintained in the office of the Business Administrator, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

- 1. Each employee shall be informed of the content of his/her personnel file.
- 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.

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

D. Employee Access to Personnel Records

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

E. Appeal of Content of the File

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

2. An appeal must be made in writing on a form available in the office of the Superintendent.
 3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten (10) working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
 4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
 2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- G. Public Access to Employee Records and Information
1. **A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
 2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the**

provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:

- a. An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;
 - b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

Issued: 17 October 2013

2020-2021 Code of Conduct Chart

Violation	Consequence
Arson	10-day suspension and automatic recommendation to the Board of Education for a Discipline Review Hearing.
Assault	Automatic 4-day suspension
Assault, Battery, Harassment of School Personnel	10-day suspension and automatic recommendation to the Board of Education for a Discipline Review Hearing.
Being under the influence of an illegal substance, including alcohol	3-day suspension and removal from all extracurricular activities
Cheating	Automatic failure of the test in question and after school detention
Damaging school property	3-day suspension and cost of restoring property
Lost/Missing Textbooks/Library Books	Responsible for the cost of replacing the book
Defiance of Authority/Insubordination	2-day suspension
Disruption of school time	2-day suspension
Extortion	4-day suspension
Fighting	Automatic 3-day suspension of ALL parties involved
Food fight/inciting a riot	4-day suspension
Forgery	2-day suspension
Gambling	3-day suspension
Leaving campus without permission	2-day suspension
Littering	After school detention and cleanup detail
Possession or sale of illegal substances, weapons, or explosive devices	10 day suspension and automatic recommendation to the Board of Education for a Discipline Review hearing.
Pulling the Fire Alarm	4-day suspension
Racial/Religious slurs	10-day suspension
Repeated Violation of Dress Code	1-day suspension
Sexual harassment, intimidation	3-day suspension and an apology
Bullying	3-day suspension and an apology
Smoking, includes e-cigarettes	3-day suspension
Theft	3-day suspension
Retaliation/False Allegation for reporting harassment, intimidation or bullying	3-day suspension
Electronics	1 st offense – Electronics confiscated , student may retrieve at the end of the day, parent/guardian notified

2020-2021 Code of Conduct Chart

Violation	Consequence
	<p>2nd offense – Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day</p> <p>3rd offense – Students in K-8 receive detention/students in grades 9-12 receive in-school suspension. Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day</p>
Dress Code Violation	<p>1st Offense – Phone call home, parents/guardian must bring a change of clothes.</p> <p>2nd Offense – Students in K-8 receive detention. Parent/guardian must bring a change of clothes.</p> <p>3rd Offense – Grades K-8, 1-day suspension.</p>
Face Covering Violation	<p>1st Offense – Phone call home. A warning is issued.</p> <p>2nd Offense – Student is remove from the classroom for endangering the health and safety of students and staff. Parent/guardian is called to pick-up their child from school.</p> <p>3 or more Offense – Student may be placed on Full Time Remote Learning for endangering the health and safety of students and staff.</p> <p>*Does not include students who may have health related issues or individuals with disabilities.</p>
Inappropriate Accessories	<p>1st offense – Accessory will be confiscated , student may retrieve at the end of the day, parent/guardian notified</p> <p>2nd offense – Accessory will be confiscated, parent/guardian may retrieve from an administrator at the end of the day</p> <p>3rd offense – Students in K-8 receive detention/students in grades 9-12 receive in-school suspension. Accessory confiscated, parent/guardian may retrieve from an administrator at the end of the day</p>