

**SPRINGFIELD BOARD OF EDUCATION
REGULAR PUBLIC MEETING AGENDA**

August 31, 2026

VISION STATEMENT

Cultivating, compassionate, and extraordinary learner

MISSION STATEMENT

Springfield Public Schools will challenge every student through meaningful, engaging experiences – empowering all students to flourish and contribute in an evolving world.

A. CALL TO ORDER AND STATEMENT- President Meredith Murphy

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 5, 2026 and revised on January 23, 2026, March 1, 2026, March 12, 2026, June 26, 2026 and August 10, 2026. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will state their name and address. The President of the Board of Education will recognize the attendee at the appropriate time. All of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3-minute duration.

B. ROLL CALL

Vice President Tracey Rinaldi
Mrs. Laura Gamarekian
Mr. Luis Henriques
Mrs. Dana Kelly
Mrs. Kristy Rubin

Mrs. Adriana Silva
Mrs. Hilary Turnbull
Mrs. Jennifer Wishna
President Meredith Murphy

C. CLOSED SESSION

RESOLVED, That the Springfield Board of Education meeting here by convenes to executive session pursuant to P.L. 1975 chapter 231 for discussion of the following subjects:

1. Student Matters
2. Attorney Client Privilege

It is anticipated that the executive session will take approximately 60 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at approximately 7:00 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Motion to go into executive session:

Moved:

Seconded:

Time:

Voice Vote: AYE- NAY-

Motion to return to public session:

Moved:

Seconded:

Time:

Voice Vote: AYE- NAY-

D. PLEDGE OF ALLEGIANCE

E. COMMUNICATIONS

F. MINUTES

The Superintendent recommends:

1. To approve the following minutes:

Executive Meeting – July 27, 2026

Regular Meeting – July 27, 2026

Approval of the Minutes

Motion to Approve:

Seconded:

Voice Vote: AYE- NAY-

G. SUPERINTENDENT'S REPORT

1. NJQSAC, NJ Quality Single Accountability Continuum results

2. Staff/ Student Recognitions

3. Community Updates

4. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)

5. Building Use

6. Fundraiser Requests

7. Student/ Teacher Internships

Approval of the Superintendent's Report, as presented

Motion to Approve:

Seconded:

Voice Vote: AYE- NAY-

H. PUBLIC SESSION ON AGENDA ITEMS

It is the policy of this Board that inappropriate comments regarding specific individuals should not be made during the public portion of this meeting. Members of the public should be advised that to the extent, they defame any employee of this district or member of this community, the Board disclaims any liability if you are involved in a civil suit for defamation. As a reminder, all of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3-minute duration.

I. BOARD GOVERNANCE, POLICY, AND COMMUNICATIONS COMMITTEE-

Vice President Rinaldi

Items 1 through 14

The Superintendent recommends:

1. Staff Appointments

To approve the following staff appointments:

- a. Leslie Reyes, Elementary Teacher, FMG, effective on September 1, 2026 through June 30, 2027 at \$62,647 Step 1-BA.

Account Number: 11-120-100-101-00-06

- b. Christopher Johnson, Bus Driver, District, effective on/about September 1, 2026 through June 30, 2027 at \$32.00/hr.

Account Number: 11-000-270-160-96-10

- c. Jaiden Menen*, Elementary Leave Replacement Teacher, EVW, effective on/about September 1, 2026 through June 30, 2027 at \$62,647 Step 1-BA.
Account Number: 11-120-100-101-00-06
- d. Regine Riviere, School Counselor Leave Replacement, EVW, effective on/about September 28, 2026 through January 3, 2027 at \$68,147 Step 1-MA.
Account Number: 11-120-100-101-01-09
- e. Marie Cinevert, Instructional Aide Non Title I, Itinerant, effective on September 1, 2026 through June 30, 2027 at \$24.62/hr.
Account Number: 20-218-100-106-00-00
- f. Erika Cabral Juarez, Lunch/Recess Aide, Itinerant, effective on/about September 1, 2026 through June 30, 2027 at \$24.62/hr.
Account Number: 11-000-262-107-95-10
- g. Haleigh Longo*, Registered Behavioral Technician, Itinerant, effective on/about September 1, 2026 through June 30, 2027 at \$33.50/hr.
Account Number: 11-000-217-100-00-11
- h. Zoe Diakides*, Secretary, JDHS, effective on/about September 1, 2026 through June 30, 2027 at \$37,225 Step 1-C.
Account Number: 11-000-218-105-00-14
- i. Anthony D'Agnew*, Therapeutic Support Specialist/Social Worker, Itinerant, effective on/about September 1, 2026 through June 30, 2027 at \$80,897, Step 12-MA.
Account Number: 11-000-219-104-00-10 (30%), 20-218-200-176-00-09 (70%)
- j. Chantee Gentles-Titcombe*, Instructional Aide, Itinerant, effective on/about September 1, 2026 through June 30, 2027 at \$24.62/hr.
Account Number: 11-000-217-100-00-11

**Pending Criminal History Background Clearance*

2. Staff Appointment Rescission

To approve the following rescission of staff appointment:

- a. Leslie Reyes, Elementary Leave Replacement Teacher, Itinerant.
- b. Celine Setton, Leave Replacement School Counselor, EVW.
- c. Christina Palermo, Therapeutic Support Specialist/Social Worker, Itinerant.
- d. Nicole McFadden, Special Education Teacher, EVW.

3. Staff Resignation

To approve the following resignation:

- a. Ashley Campos, Assistant Girls Tennis Coach, effective August 17, 2026.

4. District Substitutes

To approve substitutes for the 2026-2027 school year. NJ Certified Teachers- \$135/day, Sub Certified- \$125/day, Paraprofessionals- \$20/hr., Secretary- \$20/hr., Custodian- \$20/hr., Nurse-\$190/day, Bus Driver/CDL Exempt Drivers- \$25/hr.

TEACHER

Ella LaRosa*	Sub Certified Teacher	N-12
Sophie Tiger*	Sub Certified Teacher	N-12
Jaiden Menen	Sub Certified Teacher	N-12

AIDE

Catherine Limma

NURSE

Erica Campanello

CUSTODIAN

Audrey Rojas*

Pending Criminal History Background Clearance*5. Leave of Absence Request**

To approve the following leave of absence and revisions:

Name	Leave Request	Dates	Rate
Tracy Budis	Family Leave	7/27/2026-9/7/2026	Full salary; accumulated sick days

6. Mentor Teachers

To approve the following staff to work as a mentor teachers as needed for the 2026-2027 school year:

- a. Jay Faigenbaum
- b. Lauren Turner
- c. Dana Fretz
- d. Erin Baker
- e. Cheryl Paolino
- f. Jolene Sinclair
- g. Susan Breen
- h. Marc Aranguren
- i. Jeneva Fiamingo
- j. Samantha Ally
- k. Benjamin Krupit

7. Change of Assignment/ Transfer

To approve the following change of assignment/transfer:

Name	From Position	To Position
Catherine Limma	Instructional Aide Itinerant \$5.95/hrs. \$24.62/hr.	Lunch/Recess Aide Itinerant \$1.25/hrs. \$24.62/hr. Effective: 9/1/2026
Heidi Matthews	Preschool Teacher EVW \$69,367, Step 3-MA	CPIS/Preschool Teacher EVW \$69,397, Step 3-MA Effective: 9/1/2026 Account: 20-218-200-173-00-00 (50%) 20-218-100-101-00-00 (50%)
David Dougherty	Math Teacher FMG	Math Teacher Itinerant Effective: 9/1/2026
Jaime Gaughan	English Teacher FMG	English Teacher Itinerant Effective: 9/1/2026
Benjamin Krupit	Music Teacher FMG	Music Teacher Itinerant Effective: 9/1/2026
Jennifer Mortensen	Science Teacher FMG	Science Teacher Itinerant Effective: 9/1/2026
David Hilton	Music Teacher	Music Teacher Itinerant Effective: 9/1/2026

8. New Staff Orientation

To approve the following staff to provide new staff orientation professional development at a rate of \$63.60/hr:

Name	Hrs./Days
Colleen Funk	Up to 1 hours
Megan Griffin	Up to 2 hours
Jay Faigenbaum	Up to 2 hours
Gillian Dillard	Up to 2 hours
Deborah Ricardo	Up to 2 hours

Account Number: 20-270-200-100-41-12 (Title IIA)

9. Athletic Coaches

To approve the following athletic coaches for the 2026-2027 school year:

Position	Name	Rate
Assistant Cheer Coach	Ashely Campos	\$3,674.97
Middle School Boys Basketball Coach	Daniel Munoz	\$4,806.21
Assistant Girls Tennis Coach	Catherine Limma	\$3,674.71

Account Number: 11-402-100-100-46-14

10. Athletic Event/ Site Supervisor

To approve the following athletic event staff/site supervisor for the 2026-2027 school year. Site Supervisor Rate: \$46.65/hr; Event Staff: \$32.50/hr:

Staff Name	Position
Michael O'Brien	Site Supervisor
Ashley Campos	Site Supervisor
Jessica Meagher	Event Staff
Christopher White	Event Staff
David Dougherty	Event Staff
Jennifer Wetzel	Event Staff
Patricia Mannino	Event Staff
Mary Jo Campos	Event Staff
Susan Lies	Event Staff
Michele Lucarello	Event Staff
Sofia Paragioudakis	Event Staff
Wendy Garrod	Event Staff
Cheryl Paolino	Event Staff
Adelina Lico	Event Staff
Tina Ferreira	Event Staff
Melissa Lagemann	Event Staff
Cindy Ferretti	Event Staff
Daiana Permison	Event Staff
Trish Collins	Event Staff
Marissa Lehnert	Event Staff
Andrew Martin	Event Staff
Debra Lynch	Event Staff

Account Number: 11-402-100-100-00-06 (FMG); 11-402-100-100-00-14 (JDHS)

11. Before/ After School

To approve the following Before/ After School Appointment

Name	Position	Rate
Ashyah Lee	Group Leader	\$25.25/hr.
*Malik Walker	Group Aide	\$17.38/hr.

**Pending Criminal History Background Clearance*

12. Harassment/Intimidating/Bullying Incidents

To affirm the following harassment/intimidation/bullying incidents:

- 060-2627-01
- 060-2627-02

13. Professional Development

To approve the following personnel to participate in professional development:

Attendee	Training Course	Location	Dates	Cost	Account
Alyssa Vogas	Ukeru Systems	MUJC, New Providence, NJ	October 15, 2026	\$595.00	11-000-219-580-70-11

14. District Policies

To approve the following district policies and regulations for Second Reading & Adoption::

- a. P 8500 – Food Services (M)
- b. P 1643 - Family Leave (M)
- c. P 8660 - Transportation by Private Vehicles-To and From School Related Activities(M)
- d. P 8662 - Transportation by Private or District-Owned Vehicles-To and From School (M) (New)
- e. P 2535 - Library Materials (M) (New)
- f. Reg. 2535 - Library Materials (M) (New)
- g. P 2530 - Resource Materials (M)
- h. Reg. 2530 – Resource Materials (New)
- i. P 9130 Public Complaints
- j. Reg. 9130 Public Complaints
- k. P 5516 – Student Use of Internet-Enabled Devices
- l. Reg. 5516 – Student Use of Internet-Enabled Devices

Approval of Board Governance, Policy, and Communications Items 1 through 14

Motion to Approve:

Seconded:

Roll Call

Vice President Tracey Rinaldi		Adriana Silva	
Laura Gamarekian		Hilary Turnbull	
Luis Henriques		Jennifer Wishna	
Dana Kelly		President Meredith Murphy	
Kristy Rubin			

J. SCHOOL ADMINISTRATION, ACADEMIC PROGRAMS, AND ATHLETICS COMMITTEE-

Mrs. Gamarekian

Items 15 through 25

The Superintendent recommends:

15.Special Education Related Services/Placements

To approve the following tuition contracts for educational and related service(s) for the 2026-2027 school year.

School	Student/s	ESY/Tuition Services	ESY Aide	SY Tuition	SY Aide	Total
Woods Services, Inc. *	0802	\$13,328.40		\$84,857.48		\$98,185.88
Morris Union Jointure Commission ^	0304 0719 1826	\$55,632.00		\$333,786.00		\$389,418.00

Account Number: ^11-000-100-562-98-11, *11-000-100-567-98-11

16. Education Programs

To approve the following education program for 2026-2027 school year:

Student	Vendor	Service	Dates	Cost Not to Exceed
0101	Actual Solutions, LLC.	Bedside Instruction	7/1/2026-7/15/2026	\$1,435.00

Account Number: 11-150-100-320-63-11

17. Professional Services

To approve the following professional services contract for the 2025-2026 school year:

Vendor	Services	Original	Change	Cost Not to Exceed
Actual Solutions, LLC.	Home Instruction Services	\$10,978.75	\$978.75	\$11,957.50

Account Number: #11-150-100-320-63-11

18. Education Programs

To approve the following education program for 2025-2026 school year:

Student	Vendor	Service	Dates	Cost Not to Exceed
0101	Actual Solutions, LLC.	Bedside Instruction	11/12/25-11/20/25 & 6/25/26-6/30/26	\$1,400.00
0301	Actual Solutions, LLC.	Bedside Instruction	6/1/2026-6/19/2026	\$1,785.00

Account Number: 11-150-100-320-63-11

19. 2026-2027 Evaluation Instruments

To approve the following evaluation instruments for the 2026-2027 school year.

- Teacher Practice Evaluation Instrument, Charlotte Danielson: The Framework for Teaching (2013 edition).
- Principal and Assistant Principal Evaluation Instrument, New Jersey Principal Evaluation for Professional Learning (NJPEL)

20. 2026-2027 Mentoring Plan

To approve the Mentoring Plan for 2026-2027 school year.

21. 2026-2027 Professional Development Plan

To approve the Professional Development Plan for the 2026-2027 school year.

22. Disposal of Property

To approve the disposal of the attached obsolete and surplus technology property and to seek the most beneficial disposal of said list. (Attachment A)

23. Field Trip Destinations

To approve the following field trip destinations for the 2026-2027 school year.

Destination	City	State
Alstede Farms	Chester	NJ
America's Grow-A-Row	Hunterdon	NJ
Bernards High School	Bernards	NJ
Burn Boot Camp	Springfield	NJ
Café Paris	Cranford	NJ
Campgaw Mountain	Mahwah	NJ
Cannon Ball House	Springfield	NJ
Chez Catherine	Westfield	NJ
Community Food Bank of NJ	Hillside	NJ
Doyle's Farm	Flemington	NJ
Drew University	Madison	NJ
Edison Museum	Edison	NJ
East Brunswick High School	East Brunswick	NJ
Fairleigh Dickinson University	Teaneck/Florham Park	NJ
First Presbyterian Church	Springfield	NJ
Grand Marquis	Old Bridge	NJ
Grounds for Sculpture	Hamilton Township	NJ
Hillside Food Bank	Evans Terminal Road	NJ
Horizon School	Livingston	NJ
Jackson Township High School	Jackson	NJ
Kean University	Union	NJ
Liberty Hall Museum	Union	NJ
Liberty Science Center	Jersey City	NJ
Mambo Restaurant	Union	NJ
McCarter Theater	Princeton	NJ
Middlesex College	Edison	NJ
Montclair State University	Montclair	NJ
Morris Museum	Morristown	NJ
Mayo Performing Arts Center (MPAC)	Morristown	NJ
Museum of Early Trades & Crafts	Madison	NJ
One Step Closer Animal Rescue	Byram Township	NJ
Papermill Playhouse	Millburn	NJ

Princeton University	Princeton	NJ
Raritan Valley Community College	Somerville	NJ
Renaissance Newark Airport Hotel	Elizabeth	NJ
Ridgewood High School	Ridgewood	NJ
Rocking Horse Rehab	Basking Ridge	NJ
Rutgers University-New Brunswick	New Brunswick	NJ
Rutgers University-Newark	Newark	NJ
RVCC Planetarium	Branchburg	NJ
Sandy Hook	Monmouth County	NJ
Seton Hall University	South Orange	NJ
Six Flags	Jackson	NJ
Springfield Historical Tour	Springfield	NJ
Springfield Public Library	Springfield	NJ
Springfield Town Hall	Springfield	NJ
Trailside Nature Center	Mountainside	NJ
Turtle Back Zoo	West Orange	NJ
Union Catholic High School	Scotch Plains	NJ
Union College	Cranford	NJ
Veterans Park	Springfield	NJ
Watchung Reservation Trailside Center	Mountainside	NJ
William Paterson University	Wayne	NJ
YMCA Camp Bernie	Port Murray	NJ

24. Sandy Hook Promise

To enter into a Memorandum of Understanding between Springfield Public Schools and Sandy Hook Promise: Know the Signs.

25. Tuition Contract

- To approve the tuition contract between the Springfield Board of Education and the parent(s) of student# 1004. Tuition fee of \$20,655.00 shall be paid to the District by the parent.
- To approve the tuition contract between the Springfield Board of Education and the parent(s) of student# 1810. Tuition fee of \$20,655.00 shall be paid to the District by the parent.

Approval of the School Administration, Academic Programs, and Athletics Items 15 through 25

Motion to Approve:

Seconded:

Roll Call

Vice President Tracey Rinaldi		Adriana Silva	
Laura Gamarekian		Hilary Turnbull	
Luis Henriques		Jennifer Wishna	
Dana Kelly		President Meredith Murphy	
Kristy Rubin			

K. FINANCE, FACILITIES, AND SECURITY COMMITTEE- Mrs. Turnbull

Items 26 through 30

The Superintendent recommends:

26. Bills List

To approve the check numbers 009615 through 009624 and 060276 through 060429 and wire transfer A63559, A63560, A63568, A63569, A63582, A63584 through A63588, A63592, A63594 through A63599, A63659, A63761, G63575, G63577 through G63579, G63581, G63583, G63593, G63655, G63658, P63580 and P63657 in the amount of \$5,257,171.47 minus voided check 060117 for the grand total of \$5,255,405.97.

27. Budget Transfers

- To approve budget transfers for the 2025-2026 school year. (Attachment B)
- To approve budget transfer for the 2026-2027 school year. (Attachment B-1)

28. Bus Routes 2026-2027 School Year

To approve the following bus routes and hazardous routes for the 2026-2027 school year.
(Attachment C)

29. Transfer of Capital Project Funds

To approve the transfer of funds within Capital Projects. It has been determined that the funds from the capital projects listed are no longer needed.

Capital Project	From	To
Turf Replacement at Jonathan Dayton High School		\$32,532.63
Tennis Court Renovations	\$32,532.63	

30. Change Order

- To approve the Change Order# 1 in the amount of \$2,500.00 to Longo Associates, Ramsey, NJ for Jonathan Dayton High School Various Rooms Renovation.
- To approve the Change Order# 1 in the amount of \$15,776.63 to Fieldturf USA, Inc. Calhoun, GA for Jonathan Dayton High School Turf Field Renovations.
- To approve the Change Order# 1 in the amount of \$5,220.21 to Fieldturf USA, Inc. Calhoun, GA for Jonathan Dayton High School Tennis Court Renovations
- To approve the Change Order #005 for \$37,904.00 to H&S Construction & Mechanical, Inc., Elizabeth, NJ for project number 20433.09 (District HVAC)

Approval of Finance, Facilities, and Security Items 26 through 30

Motion to Approve:

Seconded:

Roll Call

Vice President Tracey Rinaldi		Adriana Silva	
Laura Gamarekian		Hilary Turnbull	
Luis Henriques		Jennifer Wishna	
Dana Kelly		President Meredith Murphy	
Kristy Rubin			

L. OPEN PUBLIC SESSION

It is the policy of this Board that inappropriate comments regarding specific individuals should not be made during the public portion of this meeting. Members of the public should be advised that to the extent they defame any employee of this district or member of this community, the Board disclaims any liability if you are involved in a civil suit for defamation. As a reminder, all of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3- minute duration.

M. NEW BUSINESS

N. OLD BUSINESS

O. CLOSED SESSION (if required)

RESOLVED, that the Springfield Board of Education meeting here by convenes to closed conference session pursuant to P.L. 1975 chapter 231 for discussion of the following topics:

It is anticipated that the executive session will take approximately _ minutes; the Board may take action when it reconvenes to public session; and the minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Motion to go into executive session:

Moved:

Seconded:

Time:

Voice Vote: AYE- NAY-

Motion to reconvene to Regular Meeting:

Moved:

Seconded:

Time:

Voice Vote: AYE- NAY-

P. ADJOURNMENT

Moved:

Seconded:

Time:

Voice Vote: AYE- NAY-

Upcoming Meeting

- a. Regular Meeting– September 28, 2026 at 7:00 PM in the JDHS IMC

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Pro	7107	DMPVTX2WHP50	Fair
iPad	Pro	7095	DMPW62RFHP83	Fair
iPad	Pro	7092	DMPW61VKHP83	Fair
smart attachment for projetor	Mimio	5083		Old/Usuable
smart attachment for projetor	Mimio	5373		Old/Usuable
Apple	MacBook Air (11" 2015)	4059A	C02L95DPFH51	Old/Usuable
Apple	MacBook Air (11" 2015)	3995A	C02L95MPFH51	Old/Usuable
Apple	MacBook Air (11" 2015)	3912A	C02L94J0FH51	Old/Usuable
iMac	iMac Intel (Retina 5k, 27-Inch, Late 2015)	7090	D25S50K8GQ17	Old/Usuable
iMac	iMac Intel (21.5-inch, Mid 2011)	4413	D25J60JUDHJT	Old/Usuable
iMac	iMac (27", Mid 2017)	9910	C02W80PSJ1GN	Fair
iMac	iMac (27" Mid 2019)	8987	C02ZT1PXJWF1	Fair
iMac	iMac (27" Mid 2017)	8970	C02X10BTJ1G9	Fair
iMac	iMac (27" Mid 2017)	7417	D25WK026J1GP	Fair
iMac	iMac (27" Late 2015)	7015	D25S50KAGQ17	Old/Usuable
iMac	iMac (27" Late 2015)	7016	D25S50K6GQ17	Old/Usuable
iMac	iMac (27" Late 2015)	7017	D25S50KVGQ17	Old/Usuable
iMac	iMac (27" Late 2015)	7018	D25S50KWGQ17	Old/Usuable
iMac	iMac (27" Late 2015)	7019	D25S50KJGQ17	Old/Usuable
iMac	iMac (27" Late 2015)	7020	D25S50KMGQ17	Old/Usuable
iMac	iMac (21.5" Late 2012)	6711	C02K61D6DNCT	Old/Usuable
iMac	iMac (21.5" 2019)	8988	H12C5HBPJWF1	Fair
iMac	iMac (21.5" 2019)	7450	C02ZC0N3JWF1	Fair
iPad	Gen8	4885	H98F4M65Q1GG	Good
iPad	Gen8	4961	H98F47CFQ1GG	Good
iPad	Gen8	7649	H98F56EGQ1GG	Good
iPad	Gen8	4776	GG7DGJDTQ1GG	Good
iPad	Gen8	5504	GG8FV1SCQ1GC	Good
iPad	Gen8	5501	GG8FV28ZQ1GC	Good
iPad	Gen8	4826	F6MDP0RWQ1GG	Good
iPad	Gen8	7525	F6QP305VQ1GG	Good
iPad	Gen8	7595	F6QP306FQ1GG	Good
iPad	Gen8	4772	F6LKK03NQ1GG	Good
iPad	Gen8	4739	GG7DGJ90Q1GG	Good
iPad	Gen8	4776	GG7DGJDTQ1GG	Good
iPad	Gen8	9781	H97FM8W8Q1GG	Good
iPad	Gen8	7614	H98F4G7GQ1GG	Good
iPad	Gen8	7556	H98F4HTHQ1GG	Good
iPad	Gen8	4986	H98F4UPHQ1GG	Good
iPad	Gen8	4941	H98F50XBQ1GG	Good
iPad	Gen8	7555	H98F51KQQ1GG	Good
iPad	Gen8	7484	H98F51T4Q1GG	Good
iPad	Gen8	7473	H98F55K6Q1GG	Good
iPad	Gen8	7649	H98F56EGQ1GG	Good
iPad	Gen8	7467	H98F56EQQ1GG	Good
iPad	Gen8	6973	H9CFF2A4Q1GG	Good
iPad	Gen8	4828	F6MDP00GQ1GG	Good
iPad	Gen8	4817	F6MDP0FYQ1GG	Good
iPad	Gen8	4811	F6MDP0MJQ1GG	Good
iPad	Gen8	4816	F6MDP0MWQ1GG	Good
iPad	Gen8	4814	F6MDP1T2Q1GG	Good
iPad	Gen8	4825	F6MDP1UBQ1GG	Good
iPad	Gen8	4823	F6MDP1UGQ1GG	Good
iPad	Gen8	4846	F6MDP1VQQ1GG	Good
iPad	Gen8	4813	F6MDP21CQ1GG	Good
iPad	Gen8	4815	F6MDP2DLQ1GG	Good
iPad	Gen8	4827	F6MDP2G9Q1GG	Good
iPad	Gen8	4852	F6MDP2RSQ1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	4824	F6MDP2W5Q1GG	Good
iPad	Gen8	7500	F6QLP06CQ1GG	Good
iPad	Gen8	4959	F6L300HQ1GG	Good
iPad	Gen8	4879	FNXK510VQ1GG	Good
iPad	Gen8	4746	GG7DG9XBQ1GG	Good
iPad	Gen8	4747	GG7DGB9UQ1GG	Good
iPad	Gen8	4761	GG7DGBPBQ1GG	Good
iPad	Gen8	4731	GG7DGE52Q1GG	Good
iPad	Gen8	4766	GG7DGGVYQ1GG	Good
iPad	Gen8	4796	GG7DGGXBQ1GG	Good
iPad	Gen8	4769	GG7DGGXQQ1GG	Good
iPad	Gen8	4748	GG7DGHRRQ1GG	Good
iPad	Gen8	4741	GG7DGHUGQ1GG	Good
iPad	Gen8	4762	GG7DGHVZQ1GG	Good
iPad	Gen8	4719	GG7DGJ0YQ1GG	Good
iPad	Gen8	4716	GG7DGJ10Q1GG	Good
iPad	Gen8	4763	GG7DGJ2RQ1GG	Good
iPad	Gen8	4714	GG7DGJ4AQ1GG	Good
iPad	Gen8	4744	GG7DGJ67Q1GG	Good
iPad	Gen8	4767	GG7DGJE7Q1GG	Good
iPad	Gen8	4718	GG7DGJG5Q1GG	Good
iPad	Gen8	4764	GG7DGJK1Q1GG	Good
iPad	Gen8	4760	GG7DGJN4Q1GG	Good
iPad	Gen8	4730	GG7DGJQVQ1GG	Good
iPad	Gen8	4770	GG7DGJRWQ1GG	Good
iPad	Gen8	4791	GG7DGJSAQ1GG	Good
iPad	Gen8	4726	GG7DGJTHQ1GG	Good
iPad	Gen8	4802	GG7DGJU0Q1GG	Good
iPad	Gen8	4793	GG7DGJVAQ1GG	Good
iPad	Gen8	4749	GG7DGJVRQ1GG	Good
iPad	Gen8	4723	GG7DGJW1Q1GG	Good
iPad	Gen8	4768	GG7DGJXUQ1GG	Good
iPad	Gen8	4786	GG7DGKNUQ1GG	Good
iPad	Gen8	4774	GG7DGKRHQ1GG	Good
iPad	Gen8	4727	GG7DGKUDQ1GG	Good
iPad	Gen8	4743	GG7DGKWWQ1GG	Good
iPad	Gen8	7599	H96F4EJVQ1GG	Good
iPad	Gen8	7527	H96F4FEWQ1GG	Good
iPad	Gen8	9778	H97FM2ULQ1GG	Good
iPad	Gen8	9775	H97FM8GQQ1GG	Good
iPad	Gen8	4962	H98F46L0Q1GG	Good
iPad	Gen8	4961	H98F47CFQ1GG	Good
iPad	Gen8	4953	H98F48FHQ1GG	Good
iPad	Gen8	4964	H98F4897Q1GG	Good
iPad	Gen8	7642	H98F4G7BQ1GG	Good
iPad	Gen8	7553	H98F4HTJQ1GG	Good
iPad	Gen8	7509	H98F4JNCQ1GG	Good
iPad	Gen8	7607	H98F4JRVQ1GG	Good
iPad	Gen8	4951	H98F4KQXQ1GG	Good
iPad	Gen8	7544	H98F4KU6Q1GG	Good
iPad	Gen8	7665	H98F4KUUQ1GG	Good
iPad	Gen8	4963	H98F4L4YQ1GG	Good
iPad	Gen8	4979	H98F4L5CQ1GG	Good
iPad	Gen8	4957	H98F4LP8Q1GG	Good
iPad	Gen8	7506	H98F4LT8Q1GG	Good
iPad	Gen8	4885	H98F4M65Q1GG	Good
iPad	Gen8	7505	H98F4NKCQ1GG	Good
iPad	Gen8	4955	H98F4NV8Q1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	7656	H98F4PA8Q1GG	Good
iPad	Gen8	7629	H98F4PQSQ1GG	Good
iPad	Gen8	7520	H98F4QAFQ1GG	Good
iPad	Gen8	4965	H98F4QCJQ1GG	Good
iPad	Gen8	4900	H98F4QDGQ1GG	Good
iPad	Gen8	7516	H98F4QJ0Q1GG	Good
iPad	Gen8	7582	H98F4RURQ1GG	Good
iPad	Gen8	7581	H98F4S23Q1GG	Good
iPad	Gen8	7586	H98F4S6JQ1GG	Good
iPad	Gen8	4892	H98F4SH2Q1GG	Good
iPad	Gen8	7573	H98F4T14Q1GG	Good
iPad	Gen8	4870	H98F4TGHQ1GG	Good
iPad	Gen8	7588	H98F4TK9Q1GG	Good
iPad	Gen8	7523	H98F4U96Q1GG	Good
iPad	Gen8	7482	H98F4UBGQ1GG	Good
iPad	Gen8	7587	H98F4USGQ1GG	Good
iPad	Gen8	7504	H98F4VDYQ1GG	Good
iPad	Gen8	4954	H98F4VJUQ1GG	Good
iPad	Gen8	4946	H98F4VN8Q1GG	Good
iPad	Gen8	7510	H98F4VSTQ1GG	Good
iPad	Gen8	7507	H98F4W6EQ1GG	Good
iPad	Gen8	4958	H98F4WL8Q1GG	Good
iPad	Gen8	7512	H98F4XGZQ1GG	Good
iPad	Gen8	7569	H98F50APQ1GG	Good
iPad	Gen8	7577	H98F50F3Q1GG	Good
iPad	Gen8	7632	H98F50L5Q1GG	Good
iPad	Gen8	7501	H98F50LVQ1GG	Good
iPad	Gen8	7668	H98F50MXQ1GG	Good
iPad	Gen8	7605	H98F50R2Q1GG	Good
iPad	Gen8	5000	H98F50S7Q1GG	Good
iPad	Gen8	7616	H98F50UGQ1GG	Good
iPad	Gen8	4988	H98F50X0Q1GG	Good
iPad	Gen8	7651	H98F50YSQ1GG	Good
iPad	Gen8	7480	H98F50Z4Q1GG	Good
iPad	Gen8	7580	H98F50ZAQ1GG	Good
iPad	Gen8	7600	H98F51EYQ1GG	Good
iPad	Gen8	7483	H98F51LJQ1GG	Good
iPad	Gen8	7574	H98F51LPQ1GG	Good
iPad	Gen8	7487	H98F51RXQ1GG	Good
iPad	Gen8	7660	H98F51U0Q1GG	Good
iPad	Gen8	7633	H98F51U7Q1GG	Good
iPad	Gen8	4960	H98F51W5Q1GG	Good
iPad	Gen8	4952	H98F51X7Q1GG	Good
iPad	Gen8	7474	H98F520QQ1GG	Good
iPad	Gen8	4948	H98F52BJQ1GG	Good
iPad	Gen8	7530	H98F52HZQ1GG	Good
iPad	Gen8	7609	H98F535RQ1GG	Good
iPad	Gen8	7593	H98F53H9Q1GG	Good
iPad	Gen8	7502	H98F53WFQ1GG	Good
iPad	Gen8	7572	H98F54BSQ1GG	Good
iPad	Gen8	7583	H98F54CDQ1GG	Good
iPad	Gen8	4950	H98F54CKQ1GG	Good
iPad	Gen8	4967	H98F54EYQ1GG	Good
iPad	Gen8	7526	H98F54EZQ1GG	Good
iPad	Gen8	7478	H98F54NNQ1GG	Good
iPad	Gen8	7618	H98F54QDQ1GG	Good
iPad	Gen8	7578	H98F54QYQ1GG	Good
iPad	Gen8	7585	H98F54ZAQ1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	4884	H98F550GQ1GG	Good
iPad	Gen8	7617	H98F55DGG1GG	Good
iPad	Gen8	7653	H98F55L9Q1GG	Good
iPad	Gen8	7667	H98F55MHQ1GG	Good
iPad	Gen8	7481	H98F55TLQ1GG	Good
iPad	Gen8	4947	H98F580CQ1GG	Good
iPad	Gen8	4822	H99DM4J3Q1GG	Good
iPad	Gen8	4820	H9CDN54DQ1GG	Good
iPad	Gen8	4812	H9CDN7W4Q1GG	Good
iPad	Gen8	4831	F6MDP04LQ1GG	Good
iPad	Gen8	4836	F6MDP05WQ1GG	Good
iPad	Gen8	4844	F6MDP0TBQ1GG	Good
iPad	Gen8	4847	F6MDP1N3Q1GG	Good
iPad	Gen8	4839	F6MDP1QBQ1GG	Good
iPad	Gen8	4843	F6MDP1QJQ1GG	Good
iPad	Gen8	4840	F6MDP1R7Q1GG	Good
iPad	Gen8	4842	F6MDP1SFQ1GG	Good
iPad	Gen8	4833	F6MDP1ZHQ1GG	Good
iPad	Gen8	4845	F6MDP2SXQ1GG	Good
iPad	Gen8	4838	F6MDP2VKQ1GG	Good
iPad	Gen8	4841	F6MDP38AQ1GG	Good
iPad	Gen8	4832	F6MDP391Q1GG	Good
iPad	Gen8	7615	F6MF4B9HQ1GG	Good
iPad	Gen8	7620	FNXK507VQ1GG	Good
iPad	Gen8	4734	GG7D51BZQ1GG	Good
iPad	Gen8	4737	GG7DDD4TQ1GG	Good
iPad	Gen8	4778	GG7DGA1HQ1GG	Good
iPad	Gen8	4771	GG7DGA1RQ1GG	Good
iPad	Gen8	4736	GG7DGA73Q1GG	Good
iPad	Gen8	4712	GG7DGAE4Q1GG	Good
iPad	Gen8	4759	GG7DGAJ1Q1GG	Good
iPad	Gen8	4713	GG7DGH5BQ1GG	Good
iPad	Gen8	4720	GG7DGH6EQ1GG	Good
iPad	Gen8	4715	GG7DGH6HQ1GG	Good
iPad	Gen8	4797	GG7DGH74Q1GG	Good
iPad	Gen8	4805	GG7DGHV6Q1GG	Good
iPad	Gen8	4780	GG7DGHWHQ1GG	Good
iPad	Gen8	4806	GG7DGHX1Q1GG	Good
iPad	Gen8	4721	GG7DGHX4Q1GG	Good
iPad	Gen8	4799	GG7DGHXTQ1GG	Good
iPad	Gen8	4795	GG7DGHYMQ1GG	Good
iPad	Gen8	4800	GG7DGJ08Q1GG	Good
iPad	Gen8	4804	GG7DGJ40Q1GG	Good
iPad	Gen8	4775	GG7DGJABQ1GG	Good
iPad	Gen8	4792	GG7DGJCCQ1GG	Good
iPad	Gen8	4717	GG7DGJE2Q1GG	Good
iPad	Gen8	4779	GG7DGJEGQ1GG	Good
iPad	Gen8	4755	GG7DGJFHQ1GG	Good
iPad	Gen8	4756	GG7DGJFMQ1GG	Good
iPad	Gen8	4801	GG7DGJHPQ1GG	Good
iPad	Gen8	4735	GG7DGJJEQ1GG	Good
iPad	Gen8	4758	GG7DGJKAQ1GG	Good
iPad	Gen8	4808	GG7DGJKYQ1GG	Good
iPad	Gen8	4798	GG7DGJN6Q1GG	Good
iPad	Gen8	4803	GG7DGJNEQ1GG	Good
iPad	Gen8	4742	GG7DGJP1Q1GG	Good
iPad	Gen8	4724	GG7DGJQ7Q1GG	Good
iPad	Gen8	4809	GG7DGJXVQ1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	4783	GG7DGJZ8Q1GG	Good
iPad	Gen8	4810	GG7DGK09Q1GG	Good
iPad	Gen8	4777	GG7DGKGAQ1GG	Good
iPad	Gen8	4750	GG7DGKNYQ1GG	Good
iPad	Gen8	4711	GG7DGKSHQ1GG	Good
iPad	Gen8	4773	GG7DGKSYQ1GG	Good
iPad	Gen8	4751	GG7DGKT3Q1GG	Good
iPad	Gen8	4754	GG7DGKWAQ1GG	Good
iPad	Gen8	4757	GG7DGL0JQ1GG	Good
iPad	Gen8	4722	GG7DGL1JQ1GG	Good
iPad	Gen8	4729	GG7DGL2BQ1GG	Good
iPad	Gen8	4834	H95DMPDLQ1GG	Good
iPad	Gen8	4848	H95DMVMTQ1GG	Good
iPad	Gen8	7566	H96F4452Q1GG	Good
iPad	Gen8	7612	H96F4DNZQ1GG	Good
iPad	Gen8	9773	H97FM8TZQ1GG	Good
iPad	Gen8	9776	H97FMAELQ1GG	Good
iPad	Gen8	9774	H97FMAHAQ1GG	Good
iPad	Gen8	9772	H97FMAT2Q1GG	Good
iPad	Gen8	4999	H98F45ARQ1GG	Good
iPad	Gen8	7479	H98F4829Q1GG	Good
iPad	Gen8	4985	H98F4AU6Q1GG	Good
iPad	Gen8	7464	H98F4CQMQ1GG	Good
iPad	Gen8	4991	H98F4D9DQ1GG	Good
iPad	Gen8	7554	H98F4DT3Q1GG	Good
iPad	Gen8	7654	H98F4G82Q1GG	Good
iPad	Gen8	7550	H98F4G94Q1GG	Good
iPad	Gen8	4992	H98F4GCAQ1GG	Good
iPad	Gen8	7608	H98F4GDZQ1GG	Good
iPad	Gen8	7652	H98F4H7BQ1GG	Good
iPad	Gen8	7621	H98F4HCLQ1GG	Good
iPad	Gen8	7497	H98F4HGSQ1GG	Good
iPad	Gen8	7658	H98F4HTNQ1GG	Good
iPad	Gen8	7538	H98F4HU6Q1GG	Good
iPad	Gen8	7657	H98F4K97Q1GG	Good
iPad	Gen8	7548	H98F4M9SQ1GG	Good
iPad	Gen8	7492	H98F4N1ZQ1GG	Good
iPad	Gen8	7468	H98F4N5YQ1GG	Good
iPad	Gen8	4989	H98F4NBTQ1GG	Good
iPad	Gen8	7461	H98F4NESQ1GG	Good
iPad	Gen8	7559	H98F4NSRQ1GG	Good
iPad	Gen8	7561	H98F4PB2Q1GG	Good
iPad	Gen8	7568	H98F4PBLQ1GG	Good
iPad	Gen8	7475	H98F4PJLQ1GG	Good
iPad	Gen8	7517	H98F4PTMQ1GG	Good
iPad	Gen8	7630	H98F4Q1CQ1GG	Good
iPad	Gen8	7491	H98F4QDXQ1GG	Good
iPad	Gen8	4994	H98F4QHFQ1GG	Good
iPad	Gen8	4977	H98F4QK1Q1GG	Good
iPad	Gen8	7542	H98F4QPSQ1GG	Good
iPad	Gen8	7598	H98F4QUQQ1GG	Good
iPad	Gen8	7564	H98F4SK6Q1GG	Good
iPad	Gen8	7498	H98F4SRNQ1GG	Good
iPad	Gen8	4888	H98F4SYVQ1GG	Good
iPad	Gen8	7547	H98F4T0QQ1GG	Good
iPad	Gen8	7552	H98F4T1TQ1GG	Good
iPad	Gen8	7519	H98F4TE5Q1GG	Good
iPad	Gen8	7611	H98F4TJ1Q1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	7589	H98F4TP2Q1GG	Good
iPad	Gen8	7592	H98F4TPJQ1GG	Good
iPad	Gen8	4981	H98F4U7GQ1GG	Good
iPad	Gen8	7477	H98F4U97Q1GG	Good
iPad	Gen8	7570	H98F4UTHQ1GG	Good
iPad	Gen8	4968	H98F4V85Q1GG	Good
iPad	Gen8	7640	H98F4V88Q1GG	Good
iPad	Gen8	7596	H98F4VE5Q1GG	Good
iPad	Gen8	7558	H98F4VK1Q1GG	Good
iPad	Gen8	7531	H98F4VWBQ1GG	Good
iPad	Gen8	7562	H98F4W8TQ1GG	Good
iPad	Gen8	7518	H98F4WNFQ1GG	Good
iPad	Gen8	7499	H98F4WVDQ1GG	Good
iPad	Gen8	7590	H98F4X6SQ1GG	Good
iPad	Gen8	7545	H98F4XA7Q1GG	Good
iPad	Gen8	7514	H98F4XC6Q1GG	Good
iPad	Gen8	4997	H98F4XWQQ1GG	Good
iPad	Gen8	7557	H98F4YJYQ1GG	Good
iPad	Gen8	7541	H98F5044Q1GG	Good
iPad	Gen8	7521	H98F508BQ1GG	Good
iPad	Gen8	7465	H98F50HTQ1GG	Good
iPad	Gen8	7493	H98F50J9Q1GG	Good
iPad	Gen8	4982	H98F50MYQ1GG	Good
iPad	Gen8	7601	H98F50N0Q1GG	Good
iPad	Gen8	7604	H98F50PQQ1GG	Good
iPad	Gen8	7490	H98F50Q2Q1GG	Good
iPad	Gen8	7634	H98F50QPPQ1GG	Good
iPad	Gen8	7471	H98F50SYQ1GG	Good
iPad	Gen8	7533	H98F50T1Q1GG	Good
iPad	Gen8	7625	H98F50THQ1GG	Good
iPad	Gen8	7540	H98F50U1Q1GG	Good
iPad	Gen8	7462	H98F50UKQ1GG	Good
iPad	Gen8	4990	H98F50XVQ1GG	Good
iPad	Gen8	4949	H98F50XXQ1GG	Good
iPad	Gen8	7488	H98F50YGQ1GG	Good
iPad	Gen8	7655	H98F50ZYQ1GG	Good
iPad	Gen8	4984	H98F510BQ1GG	Good
iPad	Gen8	7643	H98F510LQ1GG	Good
iPad	Gen8	7496	H98F51P2Q1GG	Good
iPad	Gen8	7560	H98F51PTQ1GG	Good
iPad	Gen8	4966	H98F51RRQ1GG	Good
iPad	Gen8	7669	H98F51RUQ1GG	Good
iPad	Gen8	4998	H98F51SAQ1GG	Good
iPad	Gen8	4974	H98F51SGQ1GG	Good
iPad	Gen8	7489	H98F51T7Q1GG	Good
iPad	Gen8	7472	H98F51WDQ1GG	Good
iPad	Gen8	7551	H98F51X8Q1GG	Good
iPad	Gen8	7534	H98F51XNQ1GG	Good
iPad	Gen8	7529	H98F51YTQ1GG	Good
iPad	Gen8	7627	H98F51Z4Q1GG	Good
iPad	Gen8	7537	H98F51Z7Q1GG	Good
iPad	Gen8	7535	H98F521RQ1GG	Good
iPad	Gen8	7622	H98F535WQ1GG	Good
iPad	Gen8	7494	H98F53DCQ1GG	Good
iPad	Gen8	4983	H98F53QKQ1GG	Good
iPad	Gen8	7513	H98F53R1Q1GG	Good
iPad	Gen8	7638	H98F53X9Q1GG	Good
iPad	Gen8	7469	H98F549CQ1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	7663	H98F549GQ1GG	Good
iPad	Gen8	7628	H98F54C5Q1GG	Good
iPad	Gen8	7476	H98F54GWQ1GG	Good
iPad	Gen8	4996	H98F54HSQ1GG	Good
iPad	Gen8	7524	H98F54K9Q1GG	Good
iPad	Gen8	7532	H98F54LNQ1GG	Good
iPad	Gen8	4976	H98F54MWQ1GG	Good
iPad	Gen8	7591	H98F54PHQ1GG	Good
iPad	Gen8	7637	H98F54S9Q1GG	Good
iPad	Gen8	7623	H98F54X4Q1GG	Good
iPad	Gen8	7539	H98F55LLQ1GG	Good
iPad	Gen8	4978	H98F55PGQ1GG	Good
iPad	Gen8	7635	H98F55RNQ1GG	Good
iPad	Gen8	7470	H98F55SMQ1GG	Good
iPad	Gen8	7644	H98F55SZQ1GG	Good
iPad	Gen8	4869	H98F55T6Q1GG	Good
iPad	Gen8	7563	H98F55WKQ1GG	Good
iPad	Gen8	4915	H98F55X5Q1GG	Good
iPad	Gen8	4969	H98F56B7Q1GG	Good
iPad	Gen8	4980	H98F56ELQ1GG	Good
iPad	Gen8	7503	H98F57E3Q1GG	Good
iPad	Gen8	9777	H98FM8KZQ1GG	Good
iPad	Gen8	4835	H99DMFY1Q1GG	Good
iPad	Gen8	7549	H9HF5004Q1GG	Good
iPad	Gen8	9780	H9JFMFJLQ1GG	Good
iPad	Gen8	4855	F6MDP02AQ1GG	Good
iPad	Gen8	4859	F6MDP031Q1GG	Good
iPad	Gen8	4853	F6MDP09DQ1GG	Good
iPad	Gen8	4854	F6MDP0QFQ1GG	Good
iPad	Gen8	4837	F6MDP0W9Q1GG	Good
iPad	Gen8	4821	F6MDP1NKQ1GG	Good
iPad	Gen8	4860	F6MDP1P7Q1GG	Good
iPad	Gen8	4858	F6MDP1PCQ1GG	Good
iPad	Gen8	4849	F6MDP1T1Q1GG	Good
iPad	Gen8	4830	F6MDP2Q0Q1GG	Good
iPad	Gen8	4856	F6MDP2RTQ1GG	Good
iPad	Gen8	4851	F6MDP2TDQ1GG	Good
iPad	Gen8	4829	F6MDP2Y5Q1GG	Good
iPad	Gen8	4868	F6QP1018Q1GG	Good
iPad	Gen8	4904	F6LH907HQ1GG	Good
iPad	Gen8	4867	F6LK402LQ1GG	Good
iPad	Gen8	7680	F6XGD08SQ1GG	Good
iPad	Gen8	7639	F6XK511ZQ1GG	Good
iPad	Gen8	4732	GG7D51GAQ1GG	Good
iPad	Gen8	4784	GG7DGA1VQ1GG	Good
iPad	Gen8	4733	GG7DGAETQ1GG	Good
iPad	Gen8	4740	GG7DGANEQ1GG	Good
iPad	Gen8	4738	GG7DGEF1Q1GG	Good
iPad	Gen8	4794	GG7DGH5AQ1GG	Good
iPad	Gen8	4781	GG7DGHKQ1GG	Good
iPad	Gen8	4765	GG7DGHWWQ1GG	Good
iPad	Gen8	4728	GG7DGHY2Q1GG	Good
iPad	Gen8	4787	GG7DGI1BQ1GG	Good
iPad	Gen8	4725	GG7DGJ1BQ1GG	Good
iPad	Gen8	4788	GG7DGJMCQ1GG	Good
iPad	Gen8	4752	GG7DGJU7Q1GG	Good
iPad	Gen8	4785	GG7DGJVQ1GG	Good
iPad	Gen8	4789	GG7DGJX1Q1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	4745	GG7DGJYSQ1GG	Good
iPad	Gen8	4782	GG7DGKZQQ1GG	Good
iPad	Gen8	5503	GG7FWFRWQ1GC	Good
iPad	Gen8	5502	GG8FV548Q1GC	Good
iPad	Gen8	4890	H96F41U1Q1GG	Good
iPad	Gen8	4919	H97F4J1RQ1GG	Good
iPad	Gen8	4818	H98DP0AJQ1GG	Good
iPad	Gen8	4819	H98DP0AZQ1GG	Good
iPad	Gen8	4971	H98F49MUQ1GG	Good
iPad	Gen8	4939	H98F4C04Q1GG	Good
iPad	Gen8	4970	H98F4DLBQ1GG	Good
iPad	Gen8	4882	H98F4DRFQ1GG	Good
iPad	Gen8	7619	H98F4ELSQ1GG	Good
iPad	Gen8	4928	H98F4GS3Q1GG	Good
iPad	Gen8	7626	H98F4HABQ1GG	Good
iPad	Gen8	4871	H98F4HB3Q1GG	Good
iPad	Gen8	4907	H98F4HJ7Q1GG	Good
iPad	Gen8	7664	H98F4HT0Q1GG	Good
iPad	Gen8	4873	H98F4JH7Q1GG	Good
iPad	Gen8	4995	H98F4JNAQ1GG	Good
iPad	Gen8	4945	H98F4JS6Q1GG	Good
iPad	Gen8	7610	H98F4JWEQ1GG	Good
iPad	Gen8	4917	H98F4JXDQ1GG	Good
iPad	Gen8	4920	H98F4JYSQ1GG	Good
iPad	Gen8	7602	H98F4K31Q1GG	Good
iPad	Gen8	4912	H98F4K3UQ1GG	Good
iPad	Gen8	4972	H98F4K7CQ1GG	Good
iPad	Gen8	4898	H98F4L75Q1GG	Good
iPad	Gen8	7511	H98F4LATQ1GG	Good
iPad	Gen8	7579	H98F4LS6Q1GG	Good
iPad	Gen8	7495	H98F4MN4Q1GG	Good
iPad	Gen8	4864	H98F4N6SQ1GG	Good
iPad	Gen8	4903	H98F4NCBQ1GG	Good
iPad	Gen8	7567	H98F4NS9Q1GG	Good
iPad	Gen8	4896	H98F4NZEQ1GG	Good
iPad	Gen8	4877	H98F4PDCQ1GG	Good
iPad	Gen8	4918	H98F4PTPQ1GG	Good
iPad	Gen8	4865	H98F4PVLQ1GG	Good
iPad	Gen8	4943	H98F4QGEQ1GG	Good
iPad	Gen8	4993	H98F4S1QQ1GG	Good
iPad	Gen8	4956	H98F4SX6Q1GG	Good
iPad	Gen8	7565	H98F4TDDQ1GG	Good
iPad	Gen8	7624	H98F4TMPQ1GG	Good
iPad	Gen8	7522	H98F4TNAQ1GG	Good
iPad	Gen8	7597	H98F4TUAQ1GG	Good
iPad	Gen8	7515	H98F4USUQ1GG	Good
iPad	Gen8	4894	H98F4UUPQ1GG	Good
iPad	Gen8	4891	H98F4VEHQ1GG	Good
iPad	Gen8	4937	H98F4VK4Q1GG	Good
iPad	Gen8	4940	H98F4VM6Q1GG	Good
iPad	Gen8	7546	H98F4VNKQ1GG	Good
iPad	Gen8	4889	H98F4W4PQ1GG	Good
iPad	Gen8	4899	H98F4W5SQ1GG	Good
iPad	Gen8	4893	H98F4WGEQ1GG	Good
iPad	Gen8	4926	H98F4X0FQ1GG	Good
iPad	Gen8	4932	H98F4X83Q1GG	Good
iPad	Gen8	7576	H98F4YMGQ1GG	Good
iPad	Gen8	7486	H98F500ZQ1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	7648	H98F501KQ1GG	Good
iPad	Gen8	7641	H98F5036Q1GG	Good
iPad	Gen8	7463	H98F504NQ1GG	Good
iPad	Gen8	4876	H98F507WQ1GG	Good
iPad	Gen8	4910	H98F50ACQ1GG	Good
iPad	Gen8	7594	H98F50B7Q1GG	Good
iPad	Gen8	4881	H98F50F6Q1GG	Good
iPad	Gen8	4923	H98F50FTQ1GG	Good
iPad	Gen8	7646	H98F50GLQ1GG	Good
iPad	Gen8	7631	H98F50K6Q1GG	Good
iPad	Gen8	4922	H98F50LJQ1GG	Good
iPad	Gen8	7661	H98F50LSQ1GG	Good
iPad	Gen8	7528	H98F50MBQ1GG	Good
iPad	Gen8	7670	H98F50QQQ1GG	Good
iPad	Gen8	7485	H98F50QSQ1GG	Good
iPad	Gen8	4905	H98F50QVQ1GG	Good
iPad	Gen8	4930	H98F50RMQ1GG	Good
iPad	Gen8	7536	H98F50TDQ1GG	Good
iPad	Gen8	7571	H98F50X9Q1GG	Good
iPad	Gen8	7650	H98F50YRQ1GG	Good
iPad	Gen8	7543	H98F50ZSQ1GG	Good
iPad	Gen8	4934	H98F51BQQ1GG	Good
iPad	Gen8	4921	H98F51EPQ1GG	Good
iPad	Gen8	4895	H98F51HNQ1GG	Good
iPad	Gen8	4924	H98F51LUQ1GG	Good
iPad	Gen8	7613	H98F51MGQ1GG	Good
iPad	Gen8	4973	H98F51NSQ1GG	Good
iPad	Gen8	7606	H98F51R9Q1GG	Good
iPad	Gen8	4975	H98F51RZQ1GG	Good
iPad	Gen8	7603	H98F51S2Q1GG	Good
iPad	Gen8	4872	H98F51S3Q1GG	Good
iPad	Gen8	7575	H98F51TRQ1GG	Good
iPad	Gen8	4925	H98F51ULQ1GG	Good
iPad	Gen8	4987	H98F51VLQ1GG	Good
iPad	Gen8	4861	H98F51X0Q1GG	Good
iPad	Gen8	7645	H98F51XCQ1GG	Good
iPad	Gen8	4913	H98F5212Q1GG	Good
iPad	Gen8	4942	H98F52TBQ1GG	Good
iPad	Gen8	4866	H98F534ZQ1GG	Good
iPad	Gen8	4874	H98F535MQ1GG	Good
iPad	Gen8	4902	H98F536AQ1GG	Good
iPad	Gen8	4897	H98F53P4Q1GG	Good
iPad	Gen8	4862	H98F53S5Q1GG	Good
iPad	Gen8	4933	H98F53WBQ1GG	Good
iPad	Gen8	4935	H98F53Y2Q1GG	Good
iPad	Gen8	7584	H98F5493Q1GG	Good
iPad	Gen8	4936	H98F549XQ1GG	Good
iPad	Gen8	4938	H98F54AVQ1GG	Good
iPad	Gen8	7636	H98F54C4Q1GG	Good
iPad	Gen8	4880	H98F54CVQ1GG	Good
iPad	Gen8	4887	H98F54DLQ1GG	Good
iPad	Gen8	7666	H98F54DZQ1GG	Good
iPad	Gen8	4883	H98F54PWQ1GG	Good
iPad	Gen8	4878	H98F54QJQ1GG	Good
iPad	Gen8	7647	H98F54TWQ1GG	Good
iPad	Gen8	4875	H98F55PPQ1GG	Good
iPad	Gen8	4929	H98F55PSQ1GG	Good
iPad	Gen8	4863	H98F55Q4Q1GG	Good

Item Type	Generation/Model	Asset Tag	Serial Number	Condition/Notes
iPad	Gen8	4944	H98F55Q5Q1GG	Good
iPad	Gen8	4886	H98F55T7Q1GG	Good
iPad	Gen8	4901	H98F56CQQ1GG	Good
iPad	Gen8	7466	H98F56CRQ1GG	Good
iPad	Gen8	4931	H98F56CTQ1GG	Good
iPad	Gen8	4911	H98F56EKQ1GG	Good
iPad	Gen8	4914	H98F5818Q1GG	Good
iPad	Gen8	4916	H98F586NQ1GG	Good
iPad	Gen8	4850	H99DN2DRQ1GG	Good
iPad	Gen8	4857	H9DDNS9PQ1GG	Good
iPad	Gen8	4927	H9HF506RQ1GG	Good
iPad	Gen8	9779	H9JFMFN4Q1GG	Good
iPad	Gen8	4772	GG7DGGJVDQ1GG	Good
iPad	Gen8	4790	GG7DGGJ7ZQ1GG	Good
iPad	Gen8	4807	GG7DGGKSLQ1GG	Good
iPad	Gen8	7662	H98F4NXGQ1GG	Good
iPad	Gen8	7659	H98F54R7Q1GG	Good
iPad	Gen8	7508	H98F53VEQ1GG	Good
iPad	Gen8	4906	H98F51UAQ1GG	Good
iPad	Gen8	4908	H98F54N2Q1GG	Good
iPad	Gen8	4909	H98F50TSQ1GG	Good
iPad	Gen8	7674	F9GG2MNNUQ1GC	Good
iPad	Gen6	7444	GG7XW44KJF8J	Fair
iPad	Gen6	7445	GG7XWBX8JF8J	Fair
iPad	Gen6	7443	GG7XW9UDJF8J	Fair
iPad	Gen5	7378	DMPWQLA4JF8J	OLD/Unusable
iPad	Gen2	3636	DMQG98VPDFHW	OLD/Unusable
iPad	5th Gen - Mini	3912	DMPFW2KPLM93	Old/Usuable

**Budget Transfer
2025-2026**

Attachment (B)

Account Code	Account Name	To	From
11-000-213-100-02-14	SUMMER NURSE	1,496.40	
11-000-213-300-00-11	Nursing/ Medical Services		1,496.40
11-000-240-105-00-09	SCHOOL SECRETARY SALARY		2,675.48
11-000-240-199-00-10	Unused Vacation Days	2,675.48	
11-000-261-420-00-06	MAINTENANCE SERVICES	50.00	
11-000-262-100-95-05	SUB CUSTODIANS	2,883.42	
11-000-262-100-95-10	OPER PLANT SERV SAL		50.00
11-000-262-107-95-10	NON INSTRUCTIONAL AIDES		2,883.42
11-000-270-161-96-10	SPECIAL EDUCATION PUPIL TRANS	7,716.82	
11-000-270-162-96-10	SALARIES OTHER THAN TO/FRO		7,716.82
11-120-100-101-01-09	SUBSTITUTES EVW		3,164.23
11-120-100-101-02-09	Class Coverage EVW	522.47	
11-120-100-101-03-08	Missed Prep- JC	404.28	
11-120-100-101-03-09	Missed Prep- EVW	1,286.08	
11-130-100-101-03-06	Missed Prep- FMG	951.40	
11-204-100-101-40-11	LLD Summer	11,989.16	
11-204-100-106-00-09	LLD AIDES		11,989.16
11-401-100-100-45-14	SALARIES STUDENT ACTIVITY JDHS		852.88
11-402-100-500-46-14	ATHLETICS PURCH.SERV.JDHS		0.06
11-402-100-610-46-06	ATHLETIC SUPPLIES FMG	0.02	
11-402-100-610-46-14	SUPPLIES ATHLETICS JDHS	0.01	
11-403-100-100-40-10	STUDENT WORKERS	852.88	
20-218-200-173-00-00	CPIS	434.54	
20-218-200-200-00-00	BENEFITS		434.54

**Budget Transfer
2026-2027**

Attachment (B-1)

Account Code	Account Name	To	From
11-000-100-562-98-11	TUITION SPECIAL ED OTHER DISTR	86,000.00	
11-000-100-566-98-11	TUITION PRIVATE SCHOOLS HANDIC		110,000.00
11-000-100-567-98-11	TUITION OUT OF STATE	24,000.00	
11-000-213-100-01-10	SALARIES SUBSTITUTE NURSES		4,400.00
11-000-213-300-00-11	Nursing/ Medical Services	7,400.00	
11-000-213-300-01-06	NURSE COVERAGE CONT. SERV FMG		500.00
11-000-213-300-01-07	NURSE COVERAGE CONT. SERV TLS		500.00
11-000-213-300-01-08	NURSE COVERAGE CONT. SERV JC		500.00
11-000-213-300-01-09	NURSE COVERAGE - CONT. SERV EW		500.00
11-000-213-616-00-00	SUPPLIES- MENSTRUAL PRODUCTS		1,000.00
11-000-222-600-01-04	DIST. LIBRARY BOOKS EMS		300.00
11-000-222-600-01-06	LIBRARY BOOKS FMG	248.97	
11-000-222-600-01-07	LIBRARY BOOKS TLS	248.97	
11-000-222-600-01-08	LIBRARY BOOKS JC	248.97	
11-000-222-600-01-09	LIBRARY BOOKS EVW	248.97	
11-000-222-600-05-06	AV SUPPLIES/BULBS FMG		350.00
11-000-222-600-81-14	SUPPLIES ED MEDIA JDHS		345.88
11-000-223-320-80-12	PROF SERVICE		145.00
11-000-223-500-80-04	INSTR.STAFF TRAIN.PURCH.SERVIC	145.00	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		1,430.00
11-000-270-593-96-03	PUPIL TRANS INSURANCE	1,430.00	
11-190-100-500-00-08	PURCHASED SERVICES JC	6,000.00	
11-190-100-610-00-08	INSTRUCTIONAL SUPPLIES		6,000.00
11-190-100-610-27-14	PROJECT LEAD THE WAY SUPP JDHS		385.00
11-190-100-800-00-14	MISC FEES DUES	385.00	
11-204-100-101-40-11	LLD Summer	11,712.00	
11-214-100-101-40-11	ESY SALARIES		11,712.00
12-000-261-730-94-05	EQUIPMENT		13,526.70
12-402-100-730-00-14	Athletics Equipment	13,526.70	

**SPRINGFIELD BOARD OF EDUCATION
DEPARTMENT OF TRANSPORTATION
School Year 2026-2027**

ROUTES IN- DISTRICT

JD-1	AM/PM	54 PASSENGER
FMG-1	AM/PM	54 PASSENGER
FMG-2B	AM/PM	MINIVAN
EVW-2	AM/PM	54 PASSENGER
EVW-3	AM/PM	54 PASSENGER
VOTECH 4-2-AM-SHARETIME		54 PASSENGER
VOTECH 4-3-PM -SHARETIME		54 PASSENGER

ROUTES OUT-OF- DISTRICT

UCVTS 5	AM/PM	54 PASSENGER
UCVTS 5-1	AM/PM. MUJC # 989	54 PASSENGER
NEWMARK HS-	AM/PM	54 PASSENGER/ MINIVAN
DERON	AM/PM	24 PASSENGER
WESTLAKE-	AM/ PM	54 PASSENGER
PILLAR SCHOOL	AM/PM	19/WC PASSENGER
PG-CHAMBERS	AM/PM	19/WC PASSENGER
CORNERSTONE 12	AM/PM	54 PASSENGER
ACADEMY 360	AM/PM	24 PASSENGER
LINCOLN	AM/PM	54 PASSENGER

**SPRINGFIELD BOARD OF EDUCATION
DEPARTMENT OF TRANSPORTATION
SPRINGFIELD, NJ 07081
Hazardous Route Designation-2026-2027**

Park Place
Rolling Rock Road
Chimney Ridge Drive

VENDOR	CATEGORY	BID NO.	TERM
C.J. Vanderbeck & Son	Boiler Yearly Maintenance/Service/Emergency New Equipment Replacement During Heating Season	SB-25-021	04/01/26 - 03/31/27

SPRINGFIELD BOARD OF EDUCATION
PO Box 210
Springfield, New Jersey 07081

Attachment E

CHARTERED BUS SERVICE FOR EMERGENCIES AND FIELD TRIPS

2026-2027

Insurance Certificate
Expiration Date

Easton Coach Co.
1200 Conroy Place
Easton, PA 18040

610-253-4055

05/15/2027

Villiani Bus Company
811 East Linden Ave
Linden, NJ 07036

908-862-3333

07/01/2027

Stations Cab
40 E. Milton Ave
Rahway, NJ 07065

732-388-2222

03/07/2027

Springfield Public Schools Policy

1643 FAMILY LEAVE (M)

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

“Base Hours” means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers’ compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

“Eligible employee” means any individual employed by the same employer for three months or more, who has worked 250 or more base hours during the preceding twelve month period.

“Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

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“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or
- b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - (1) Treatment two or more times by a health care provider; or
 - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;
- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer’s disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

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- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

- a. A staff member may take NJFLA leave to provide care made necessary by reason of:
 - (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
 - (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
 - (3) The serious health condition of a family member of the staff member; or
 - (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:
 - (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;
 - (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring

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or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or

- (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

A month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

- b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for three months or more, and has worked 250 or more base hours during the preceding twelve month period.

- c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be

- (1) a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.

- d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

- (1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

- e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

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- f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

- (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

- (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

- b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

- (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

- (2) A staff member shall provide the Board with certification pursuant to A.5. below.

- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

- (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

- (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA

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leave, unless an emergency or other unforeseen circumstance precludes prior notice.

- (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.
 - (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
- (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:
 - (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;
 - (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
 - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;
 - (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and
 - (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

Springfield Public Schools Policy

- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
 - (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
 - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
 - (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.
- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:
 - (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;
 - (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;
 - (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and

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- (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
 - d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.
 - e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
 - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.
 - (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
 - (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.
5. Certification
- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
 - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
 - (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.
 - (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who

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refuses to sign the certification established by the Board may be denied the requested NJFLA leave.

- (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
 - (1) The date, if known, on which the serious health condition commenced;
 - (2) The probable duration of the condition;
 - (3) The medical facts within the knowledge of the provider of the certification regarding the condition;
 - (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;
 - (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;
 - (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and
 - (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board

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may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

- e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:
 - (1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;
 - (2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or
 - (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
 - f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.
6. Denial or Exemption of NJFLA Leave
- a. Denial of NJFLA Leave

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- (1) The Board may deny NJFLA leave to a staff member if:
 - (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
 - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and
 - (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
- (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
- (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

- a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.
- b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

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8. Notice to Staff Members
 - a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.
 - b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.
9. Local Board of Education Practices
 - a. Accrued Paid NJFLA Leave
 - (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.
 - (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.
 - b. Multiple Leaves of Absence
 - (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.
10. New Jersey Family Leave Insurance Program (NJFLI)
 - a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
 - b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and

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Workforce Development if an employee or the Board disagrees with a determination on a claim.

- c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.
- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.
 - (1) The written notification may be transmitted to the staff member in electronic form.
 - (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."

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“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CFR §825.119.

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

- a. A staff member may take FMLA leave to provide care made necessary:
 - (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;
 - (2) For the placement of a son or daughter with a staff member for adoption or foster care;
 - (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
 - (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
- b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
- c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

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3. Staff Member Eligibility

- a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.
- b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.
 - (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
 - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.
 - (3) The Board shall not provide pay for FMLA leave.
- c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be
 - (1) a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.
- d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.

4. Types of FMLA leave

- a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.
- b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member’s usual number of

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working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

- (1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:
 - (a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.
 - (i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.
 - (ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
 - (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
 - (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
 - (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
 - (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

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- (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
 - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.
- (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
- (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.
 - (a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
 - (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

- a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.
 - (1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

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- (2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
 - (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
 - (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
 - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
 - (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.
 - (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.
 - (6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
- b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.
- (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of

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learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

- (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

- a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
 - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.
 - (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. “Instructional Employees” Exceptions for FMLA Leave

- a. “Instructional Employees” are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.
 - (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.
 - (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
- c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.

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- d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
 - (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.
- e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.
- f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last three weeks; and
 - (2) A staff member would return to work during the three-week period before the end of the semester.
- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last more than two weeks; and
 - (2) The staff member would return to work during the two week period before the end of the semester.
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week

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period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

- i. An example of FMLA leave falling within the situations outlined in B.7.f., B.7.g., and B.7.h. above:
 - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
- j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.
- k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:
 - (1) The Board shall be required to maintain a staff member's group health insurance; and
 - (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

- a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
- b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:
 - (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
- c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

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- (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a “single twelve month period” to care for a covered servicemember with a serious injury or illness.

9. Verification

- a. The Board shall require that a staff member’s FMLA leave to care for a staff member’s covered family member with a serious health condition, or due to a staff member’s own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member’s position, be supported by a certification issued by the health care provider of a staff member or a staff member’s family member.

- (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board’s oral request to a staff member to furnish any subsequent certification is sufficient.

- b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

- (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

- (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board’s request, unless it is not practicable under the particular circumstances to do so despite a staff member’s diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

- c. When FMLA leave is taken because of a staff member’s own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

- (1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
- (2) The approximate date on which the serious health condition commenced, and its probable duration;
- (3) A statement or description of appropriate medical facts regarding the patient’s health condition for which FMLA leave is requested.

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The medical facts must be sufficient to support the need for FMLA leave.

- (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
 - (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
 - (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;
 - (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;
 - (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and
 - (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.
- d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

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- (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.
 - e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.
 - (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
 - f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.
- 10. Reinstatement Following FMLA Leave
 - a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
 - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
 - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.
 - b. Denial of Reinstatement
 - (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment than if a staff member had been continuously employed during the FMLA leave period.
 - (a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
 - (2) The Board may deny job restoration to "key employees", if such denial is necessary to prevent substantial and grievous economic

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injury to the operations of the Board.

- (a) A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member’s worksite.
- (3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, a staff member has no right to restoration to another position under the FMLA.
 - (a) The Board’s obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers’ compensation laws.
- (4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA’s job restoration or maintenance of health benefits provisions.

c. Intent to Return to Work

- (1) The Board may require a staff member on FMLA leave to report periodically on a staff member’s status and intent to return to work.

d. Fitness for Duty Certification

- (1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member’s own serious health condition that made a staff member unable to perform a staff member’s job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member’s health care provider that a staff member is able to resume work.
- (2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

- (1) The Board shall post and keep posted on its premises, in

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conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

- (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
 - (b) The poster and the text will be large enough to be easily read and contain fully legible text.
 - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
- (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
 - (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

- (1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.
- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of

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this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

- (1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

- (1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

- (1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A.

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10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.
- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
- (3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.

29 CFR §785

N.J.S.A. 10:5-1;

N.J.S.A. 34:11B et seq.

N.J.A.C. 13:14-1 et seq.

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P 8500 - FOOD SERVICES (M)

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

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

A. Definitions – N.J.S.A. 18A:33-3.2

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

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

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

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

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

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

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

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

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

“National School Lunch Program” means the Federal reimbursement program established under the “Richard B. Russell National School Lunch Act,” 42 USC 1751 et seq., pursuant to which the USDOA is authorized to provide grants-in-aid and other assistance to the States, as may be necessary to help finance the establishment, maintenance, operation, and

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expansion of school lunch programs and facilitate the provision of free and reduced price lunches to eligible students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive subsidized school meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a.;
2. Make every effort to ensure that students receiving subsidized school meals are not identified, by the student body, faculty, or staff, in a manner that is distinct from the manner in which students receiving unsubsidized school meals are identified as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between these two groups of students; and
3. To the greatest extent practicable:
 - a. Facilitate and expedite the prompt and accurate identification of categorically eligible students who may be certified to receive subsidized school meals without first submitting an application therefor, and, whenever an application is required to establish income eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;
 - b. Facilitate and expedite the subsidized school meals application and income eligibility determination processes that are used, by the school or school district, to certify a student for subsidized school meals on the basis of

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income, and assist parents in completing the subsidized school meals application; and

- c. Encourage students who are neither categorically eligible nor income-eligible for subsidized school lunch or subsidized school breakfast to nonetheless participate in the school lunch program or school breakfast program, or both, as appropriate, on a paid and unsubsidized basis.

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

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

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

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

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

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

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

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means to finance the hiring or acquisition of such staff, facilities, or equipment. The NJDOA also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

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

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

1. At the beginning of each school year, or upon initial enrollment in the case of a student who enrolls during the school year, the participating school district shall provide each student's parent with:
 - a. A hard copy of information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to:
 - (1) Information on the ability of all categorically eligible and income-eligible students to receive free school lunch under the National School Lunch Program, as provided by N.J.S.A. 18A:33-4.a., and free school breakfast under the Federal School Breakfast Program, as provided by N.J.S.A. 18A:33-14a.a.;
 - (2) Information on the subsidized school meals application and certification processes that are used to determine whether a student is categorically eligible or income-eligible for subsidized school meals;
 - (3) Information highlighting the need for parents to complete a subsidized school meals application for each student, and encouraging parents to complete the application, both to ensure that the student will have access to all subsidized school meals for which the student is eligible and to ensure that the school and the district have the necessary information to facilitate relevant eligibility determinations, receive appropriate reimbursement, and engage in all other activities authorized under N.J.S.A. 18A:33-21b1.c.; and

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- (4) Information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A. 18A:33-21; and
 - b. A hard copy of a subsidized school meals application, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
- 2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Include a notice that an application to apply for the school lunch and school breakfast programs may be submitted at any time during the school year and is required to be submitted annually.

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

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

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- d. Facilitate school aid determinations under the “School Funding Reform Act of 2008,” N.J.S.A. 18A:7F-43 et seq.
4. The school district shall require the parent to either submit an application to apply for the school lunch and school breakfast programs or submit a signed card provided by the school district indicating that the parent has received the application and information and is not interested in participating in the school lunch and school breakfast programs. The card shall include a notice stating that a parent may submit an application to apply for the school lunch and school breakfast programs at any time during the school year.

If a school district does not receive an application or a signed card from the parent, the school district shall make at least one attempt to contact the student’s parent and request that the parent submit either an application or signed card.
5. The provisions of N.J.S.A. 18A:33-21b1 shall not apply in the case of a school which participates in the Community Eligibility Provision.

E. Free or Reduced Price Meals’ Application Process – 7 CFR 245

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase an unsubsidized school breakfast or school lunch at

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school on a school day causing the student's unsubsidized school breakfast or unsubsidized school lunch bill to fall into arrears. The participating school district shall contact the student's parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the designated ten school day period, then the participating school district shall again contact the student's parent to provide notice of any action to be taken in response to the arrearage.

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

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

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

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

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

The participating school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for an unsubsidized school breakfast or an unsubsidized school lunch or whose unsubsidized school breakfast

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or lunch bill is in arrears, for example, by requiring the student to sit at a separate table, to wear a wristband, hand stamp, or identifying mark, or to accept an alternative meal;

2. Require a student, who cannot pay for an unsubsidized school breakfast or an unsubsidized school lunch or whose unsubsidized school breakfast or lunch bill is in arrears to do chores or other work to pay for the unsubsidized school breakfast or unsubsidized school lunch;
3. Require a student to discard an unsubsidized school breakfast or an unsubsidized school lunch after it has been served, either because the student is unable to pay for the unsubsidized school breakfast or unsubsidized school lunch or because the student's unsubsidized school breakfast or unsubsidized lunch bill is in arrears;
4. Prohibit a student, or a sibling thereof, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved breakfast or lunch debt; or
5. Require a student's parent to pay fees or costs in excess of the actual amounts owed for unsubsidized school breakfasts or unsubsidized school lunches, or both, which have been previously served to the student.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Statement of Compliance

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

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

N.J.A.C. 2:36

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

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

7 CFR 210.1 et seq.

Adopted : March 18, 2024

1st Reading : February 2, 2026

Readopted: February 24, 2026

First Reading : July 27, 2026

Readopted : August 31, 2026

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P2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement the school district's educational goals and objectives to meet student needs as district resources permit. Resource materials include, but are not limited to, reference materials; fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references; other supplementary titles; and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

The Superintendent will develop regulations for the selection of resource materials pursuant to Regulation 2530 that provide for the effective consultation of teaching staff members at all appropriate levels, ensure that the Board's budgetary allotment for resource materials is efficiently spent and appropriately distributed throughout the instructional program and the district, and ensure an inventory of resource materials that is well balanced.

The Superintendent will evaluate resource materials and recommend to the Board the removal of resource materials that no longer meet the standards set forth in Policy and Regulation 2530. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130.

Adopted: 18 March 2019

First Reading: 27 July 2026

Readopted: 31 August 2026

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P2535 LIBRARY MATERIAL (M) NEW

The Board of Education believes the freedom to read is a human right, constitutionally protected by the First Amendment of the United States Constitution, and individuals have the right to free inquiry and the right to form their own opinions. The freedom to read does not require an individual to agree with topics or themes within a material, but instead allows a reader to explore and engage with differing perspectives to form and inform their own views pursuant to the “Freedom to Read Act” N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7.

In accordance with N.J.S.A. 18A:34A-4, the purpose of Regulation 2535 and this Policy is to: provide standards for the curation of library material, establish criteria for the removal of existing school library material or library material selected for inclusion in the school library, and provide protection against attempts to censor library material.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy and Regulation 2535:

- a. “Board of Education” means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
- b. “Censorship” means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
- c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.
- d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.

- e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.
- f. “The Principal or designee” means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

B. Library Material Curation – N.J.S.A. 18A:34A-4

- 1. The Board of Education shall have control over the content of this Policy, except this Policy shall at a minimum:
 - a. Recognize that library material should be provided for the interest, information, and enlightenment of all students and should present diverse points of view in the collection as a whole;
 - b. Acknowledge that library material shall not be removed from a school library because of the origin, background, or views of the library material or those contributing to its creation;
 - c. Recognize the importance of school libraries as centers for voluntary inquiry and the dissemination of information and ideas;
 - d. Promote the free expression and free access to ideas by students by prohibiting the censorship of library material;
 - e. Acknowledge that a school library media specialist is professionally trained to curate and develop the school library collection that provides students with access to the widest array of developmentally appropriate library material available to schools; and
 - f. Establish a procedure for the Principal or designee to review library material within a school library on an ongoing basis, which shall include, but not be limited to:
 - (1) The library material’s relevance;
 - (2) The condition of the library material;
 - (3) The availability of duplicates;
 - (4) The availability of more recent developmentally appropriate library material; and

(5) The continued demand for the library material.

2. The Board of Education, in consultation with the Principal or designees, shall have discretion in selecting, purchasing, or acquiring library material for inclusion in the school library. Nothing in N.J.S.A. 18A:34A-4 or this Policy shall be construed to require the Board of Education to purchase, or otherwise acquire, library material for a school library.
3. Nothing in N.J.S.A. 18A:34A-4 and this Policy shall be construed to restrict the Board of Education's authority to select textbooks and school supplies related to the curriculum.

C. Library Material Recommendation and Selection Process

1. The Principal or designee in each school building will accept the written requests of teaching staff members for new and revised library material. Each request should include:
 - a. The name and originator of the library material;
 - b. The publisher or distributor;
 - c. A brief description of the library material; and
 - d. The reason for the request, including the relevance of the library material to the instructional program.
2. The Principal or designee shall review each recommendation against the standards for selection in B.1.f. above and the amount budgeted for library material in the current or succeeding school year, as appropriate.
3. The Principal or designee shall present to the Superintendent or designee a list of recommended purchases of library material. The list will include multiple copies of library material when a high level of interest and need is anticipated.
4. Standards to be applied in the selection of library material shall relate to, support, and enrich the courses of study adopted by the Board of Education.

D. Censorship of School Library Material Prohibited, Right to Reserve, Check Out – N.J.S.A. 18A:34A-6

1. The Board of Education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
2. The Board of Education shall allow a student to reserve or check out any developmentally appropriate library material, including diverse and inclusive material, regardless of the origin, background, or views of the library material or those contributing to its creation.

E. Removal Request Procedure

Any request by an individual with a vested interest to have library material removed from a school library in the district shall follow the grievance procedure outlined in Regulation 2535 in accordance with N.J.S.A. 18A:34A-5.

F. Immunity, School Library Staff – N.J.S.A. 18A:34A-7

The Principal or designee who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above.

N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7

Frist Reading: 27 July 2026

Adopted: 31 August 2026

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P5516 STUDENT USE OF INTERNET-ENABLED DEVICES (M)

The Board of Education prohibits student use of personal internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of personal internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

For the purpose of this Policy and Regulation 5516:

1. “Bell-to-bell” means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.
2. “Digital citizenship” means the development of thoughtful, empathetic citizens who can wrestle with important ethical questions at the intersection of technology and humanity. Model digital citizens focus on using technology to make communities better, engage respectfully online with others, and leverage technology to amplify voices and perspectives. They are careful to determine the validity of online sources of information and are always respectful of ideas different than their own.
3. “District-managed tools” means district-issued internet-enabled technology or platforms used for educational purposes (e.g., laptops, tablets, learning management systems, etc.).
4. Personal “internet-enabled device” means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, headphones, etc.), including social media applications. A personal internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.
5. Personal “non-internet-enabled device” means a basic communication device that is not capable of connecting to the internet or enabling the user to access content on the internet (e.g., basic flip-style cell phones, two-way radio/walkie-talkie, etc.).
6. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, not to include school buses, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands;

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greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

Board-issued technology and sponsored platforms are permitted to be used in classrooms for educational purposes. The district may use existing information technology systems to proactively establish and monitor restrictions to the district’s network. The district may utilize device management software to restrict or monitor student browsing on school-issued devices or from devices connecting to the district’s Wi-Fi. If the district chooses to use software or other technology to block students’ use of their personal internet-enabled devices, the district may collaborate with the local municipality to determine that there are no safety or security concerns. The Board shall notify students and parents about the monitoring practices in Policy and Regulation 2361.

The Board shall assume no responsibility for the security of or damage to a student’s personal internet-enabled device brought onto school grounds. If a student brings a personal internet-enabled device to school, the device must remain off and may be required to be as indicated in Regulation 5516. A personal internet-enabled device shall be password protected by the student so only the student owner of the device can use the internet-enabled device.

The district shall provide instruction aligned to the New Jersey Student Learning Standards (NJSLS) on Digital Citizenship and shall ensure classroom instructional time is entirely free of internet-enabled devices. Teachers shall not incorporate students’ personal technology into lesson plans. All digital engagement shall occur through district-managed tools and devices.

A student’s use of a personal internet-enabled device on a school bus or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board will be in accordance with the age-appropriate and grade-level differentiated requirements outlined in Regulation 5516.

The district shall communicate behavioral expectations for student use of personal internet-enabled devices to students and their parent(s) and reinforce these behavioral expectations throughout the school year. Communication of this Policy and Regulation 5516 may include, but not be limited to, school-wide notifications, signage, and reinforcement as part of classroom routines. District staff shall apply clear, age-appropriate consequences and use strategies to redirect students who attempt to use internet-enabled devices. Discipline and consequences shall be addressed in Regulation 5516. A student in violation of this policy and regulation 5516 will be subject to appropriate disciplinary action as outlined in Board policy and Regulations 5500/5600 Expectations for Student Conduct/Student Code of Conduct.

The district shall comply with all applicable State and Federal laws that protect the rights of students with disabilities or health related needs, including, but not limited to, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

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The Superintendent or designee will inform students and parents of their right to request a personal internet-enabled device accommodation. The parent(s) shall submit a written request to the Superintendent or designee. The written request shall include, but not be limited to, supporting documentation from the student's physician, child study team, and/or any other documentation as required by the Superintendent or designee as to why the student requires a personal internet-enabled device accommodation. The Superintendent or designee shall inform the parent(s) of the approval or denial of the written request for a personal internet-enabled device accommodation within five school days of receiving the written request. The Superintendent or designee shall base such an accommodation determination on documented educational, medical, developmental, accessibility, or other needs or specific purposes and review them on a regular basis and determine if the request cannot be met by a district managed device.

Students shall be permitted to use their personal internet-enabled device, if approved by the superintendent or other designee, on school grounds during the school day, on the school bus, and at school-sponsored events in the following circumstances in accordance with N.J.S.A. 18A:36-40b.:

1. To fulfill accommodations provided in a student's individualized education program (IEP);
2. To support the implementation of a 504 Plan;
3. To implement a student health plan established to monitor or address a student's health condition (upon submission by a parent of documentation from a healthcare professional indicating that the use of a personal internet-enabled device is necessary for the health or well-being of the student);
4. For translation services;
5. For a student caregiver who is routinely responsible for the care or well-being of a family member;
6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists (upon authorization by the Superintendent, Principal, or designee);
7. When required by law; and
8. In the event of an emergency.

The Superintendent or designee may involve school nurses, case managers, and IEP/504 coordinators in planning for and implementing personal internet-enabled device accommodations. Staff responsible for implementation shall have ready access to documentation of the accommodation and shall ensure their enforcement strategies minimize disruption. The district shall develop and disseminate clear procedures to ensure staff implement personal internet-enabled device accommodations confidentially. Staff training may be necessary to recognize and honor

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valid personal internet-enabled device accommodations without drawing unnecessary attention to the student. Staff shall treat students with an personal internet-enabled device accommodation with sensitivity and dignity.

Pursuant to N.J.A.C. 6A:16-5.1, the district has developed and implemented comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's schools. School safety plans include thoughtful integration of personal internet-enabled device procedures during emergencies or perceived threats. The district has incorporated clear expectations into school safety plans, emergency drill protocols, and staff professional development.

In the event of an unplanned emergency closure that prevents students from retrieving stored personal internet-enabled devices, the district shall develop and communicate a clear, centralized protocol for retrieving devices safely and efficiently once the school building is accessible.

In the event of a family emergency or for non-emergency communication, families shall contact the school's main office directly rather than reaching out to students during the school day. District staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

When a student leaves school grounds, whether for an open lunch period, internship, or other purpose, the student may be permitted to use their personal internet-enabled device. However, upon returning to school grounds, the student's personal internet-enabled device must be stored for the remainder of the school day in accordance with Regulation 5516.

The district shall ensure students, parents, and school staff members are aware of this Policy and Regulation 5516 and understand how they apply to them. The Board shall include information about this Policy and Regulation 5516 in student handbooks.

No student enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the Board, its delegated authority, or any Principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or others are present pursuant to N.J.S.A. 2C:33-19.

N.J.S.A. 2C:33-19.

N.J.S.A. 18A:36-40a.; 18A:36-40b.

Guidance for Schools on Student Use of Internet-Enabled Devices,
New Jersey Department of Education, January 2026

Guidance for Schools on Student Use of Internet-Enabled Devices,
Frequently Asked Questions

Adopted: March 18, 2019

Readopted: August 25, 2025

Frist Reading: July 27, 2026

Readopted: August 31, 2026

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P8660 TRANSPORTATION BY PRIVATE VEHICLES – TO AND FROM SCHOOL- RELATED ACTIVITIES (M)

The Board of Education authorizes the transportation by private vehicle of students of the district between the school and school-related activities approved by the Board in accordance with this Policy and N.J.A.C. 6A:27-7.6(a).

Any such transportation must be approved in advance and in writing by the Superintendent or designee. The writing must set forth the date, time, and reason for the transportation; the places from and to which students will be transported; the name and address of the driver; the names of the students to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) of a participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved as driver for the transportation of students in a private vehicle who is not an employee of the Board or the parent(s) of a student enrolled in the district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

No person shall be permitted to transport students who has been convicted of a moving vehicle violation within the period of three calendar years immediately preceding the request for transportation approval.

The Board may withdraw the authorization of any private vehicle driver at any time.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver, have the capacity to hold not more than eight persons, and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle.

Drivers who are not teaching staff members are requested to report student misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles who are employees of the Board in the course of transporting students may be reimbursed by the Board upon approval of the Superintendent.

N.J.S.A. 18A:16-6.; 18A:25-2.; 18A:39-20.1.

N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: 18 March 2019

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P8662 TRANSPORTATION BY PRIVATE OR DISTRICT-OWNED VEHICLES – TO AND FROM SCHOOL (M) NEW

The Board of Education may designate school personnel who are not licensed as school bus drivers to transport students between home and school in a private or district-owned vehicle with a capacity of eight or fewer passengers, excluding the driver, provided the designated school personnel meet the criteria and requirements at N.J.A.C. 6A:27-7.6(c), N.J.A.C. 6A:27-7.6(d), and this Policy.

For the purpose of this Policy, “school personnel” means any person employed by the school district pursuant to N.J.A.C. 6A:27-7.6(b)1.

For the purpose of this Policy, “designated individual” means an individual designated by the Board to transport students between home and school in a private or district-owned vehicle.

The Board requires the designated school personnel to meet, at a minimum, the following criteria pursuant to N.J.S.A. 18A:39-20.1.:

1. Be at least twenty-one years of age;
2. Possess a valid New Jersey driver’s license for a minimum of three years;
3. Have completed, within the past year, a physical examination pursuant to N.J.S.A. 18A:16-2., a copy of which is on file with the district;
4. Have completed, within the past year, a criminal history background check pursuant to N.J.S.A. 18A:6-7.1.;
5. Have completed, within the past year, a Child Abuse Record Information (CARI) check that demonstrates no evidence of abuse;
6. Have submitted, to the district, a driver history abstract that demonstrates evidence of no alcohol- or drug-related motor vehicle violations in the past five years;
7. Provide written consent to allow the district to conduct monthly motor vehicle record checks pursuant to N.J.S.A. 39:2-3.4.c.; and
8. Have completed the training required pursuant to N.J.S.A. 18A:39-19.1a.c. and N.J.S.A. 18A:39-19.2.

No later than August 15 of each year, the district shall provide, to the Executive County Superintendent, the following:

1. A list of school personnel who have been designated to provide student transportation between home and school;

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2. A copy of each designated individual's driver history abstract documenting that, in the previous five years, the individual has not committed an alcohol- or drug-related motor vehicle violation, or any other motor vehicle violation, that would disqualify the individual from transporting students pursuant to Title 18A or Title 39 of the New Jersey Statutes; and
3. Documentation of automobile liability insurance for bodily injury and property damage in an amount in accordance with N.J.A.C. 6A:27-1.6(a).

School personnel shall not transport students between home and school pursuant to N.J.A.C. 6A:27-7.6(b) and this Policy if the school personnel are not included on the list required at N.J.A.C. 6A:27-7.6(d) and this Policy or if the list is not provided to the Executive County Superintendent by the August 15 due date.

A designated individual shall immediately notify the district of any alcohol- or drug-related motor vehicle violation, or any other motor vehicle violation, that would disqualify the individual from transporting students pursuant to Title 18A or Title 39 of the New Jersey Statutes, if the violation occurs in the current school year during which the individual has been designated to transport students between home and school.

The district shall access, on a monthly basis, each designated individual's driving record to ensure the individual has not committed a disqualifying offense.

If the district discovers that a designated individual has committed a disqualifying offense, pursuant to Title 18A or Title 39 of the New Jersey Statutes, the district shall immediately notify the Executive County Superintendent of the offense and shall immediately remove the individual from the list of designated drivers.

Any vehicle used to transport students only pursuant to N.J.A.C. 6A:27-7.6(a), N.J.A.C. 6A:27-7.6(b), or this Policy shall meet all State and Federal standards and requirements specific to the vehicle and in accordance with the transported student's IEP, if applicable.

Any vehicle used to transport students only pursuant to N.J.A.C. 6A:27-7.6(a), N.J.A.C. 6A:27-7.6(b) or this Policy shall be exempt from the requirements at N.J.A.C. 6A:27-7.1, N.J.A.C. 6A:27-7.2(a), N.J.A.C. 6A:27-7.4, N.J.A.C. 6A:27-7.9, and N.J.A.C. 6A:27-11.1.

A designated individual shall be exempt from the requirements at N.J.A.C. 6A:27-11.2, N.J.A.C. 6A:27-11.3, and N.J.A.C. 6A:27-12.1 except as set forth at N.J.A.C. 6A:27-7.6.

N.J.S.A. 18A:39-20.1.

N.J.A.C. 6A:27-7.1; 6A:27-7.2; 6A:27-7.4; 6A:27-7.6; 6A:27-7.9;
6A:27-11.2; 6A:27-11.3; 6A:27-12.1

First Reading: 27 July 2026

Adopted: 31 August 2026

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P 9130 PUBLIC COMPLAINTS

The Board of Education shall establish procedures for the hearing and settlement of complaints concerning district staff members, the educational program, instructional or resource materials, or the operations of the district. Complaints regarding library material as defined in N.J.S.A. 18A:34A-3 shall be addressed in accordance with Policy and Regulation 2535. The procedures for the hearing and settlement of complaints shall provide a means for resolving complaints fairly and impartially and permit appropriate resolution.

The grievance procedure outlined in Regulation 9130 shall not be utilized by a district staff member or Board member unless the district staff member or Board member is doing so in their capacity as a parent of a student currently enrolled in the district.

When a Board member is confronted with a complaint concerning district staff members, the educational program, instructional or resource materials, or the operations of the district, the Board member will withhold comment and refer the complaint to the Superintendent in accordance with N.J.S.A. 18A:12-24.1.j., who shall review the complaint in accordance with Regulation 9130.

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

Procedures for the resolution of complaints regarding district staff members, the educational program, instructional and resource materials, and the operations of the district shall be governed by Regulation 9130.

Adopted: 18 March 2019

Frist Reading: 27 July 2026

Readopted: 31 August 2026

Springfield Public Schools Regulation

R 2530 RESOURCE MATERIALS (NEW)

A. Definition

“Resource materials” means all those sources of information for the use of students that have not been designated as textbooks and generally must be shared by individual students. Resource materials include, but are not limited to, reference materials; fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references; other supplementary titles; and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

B. Selection Process

1. The teaching staff member shall submit written requests for new resource materials to the Principal or designee in the teaching staff member’s school building. Each written request should include:
 - a. The name and originator of the resource material;
 - b. The publisher or distributor;
 - c. A brief description of the resource material; and
 - d. The reason for the request, including the relevance of the resource material to the instructional program;
2. All written requests will be forwarded to the Superintendent or designee for consideration; and
3. The Superintendent or designee shall evaluate each written request against the selection standards as outlined in C. below and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.
4. The Superintendent or designee will develop a list of recommended purchases. The list may include multiple copies of resource materials when a high level of interest and need is anticipated.

C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth below:

1. Resource materials will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.

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2. Wherever appropriate, resource materials will provide major opposing views on controversial issues so that students may develop, under guidance, the practice of critical reading and thinking.
3. Wherever appropriate, resource materials will include the basic tenets of multiculturalism in accordance with N.J.A.C. 6A:7-1.7.
4. Resource materials will be factually accurate, as appropriate, and of genuine literary or artistic value.
5. Resource materials will be of a quality and durability appropriate to their intended uses.
6. Resource materials will relate to, support, and enrich the curriculum adopted by the Board of Education.
7. Resource materials will support the New Jersey Student Learning Standards.

D. Periodic Removal of Resource Materials

1. The Superintendent or designee shall conduct a periodic review of resource materials for their:
 - a. Continuing usefulness;
 - b. Relevance to the curriculum and the New Jersey Student Learning Standards;
 - c. Representation of the needs and interests of all grade levels, subject areas, and departments; and
 - d. Balance of content, types of resource materials, and manner of presentation.
2. Standard resource materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated resource materials and resource materials no longer relevant to the curriculum may be withdrawn from the collection on Board of Education approval.
4. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130.

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R 2535 LIBRARY MATERIALS (M)

Any individual with a vested interest requesting to have library material removed from a school library in the district shall follow the grievance procedure outlined below in accordance with the provisions of N.J.S.A. 18A:34A-5.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy 2535 and this Regulation:
 - a. “Board of Education” means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
 - b. “Censorship” means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
 - c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.
 - d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.
 - e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.

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- f. “School the Principal or designee member” assigned to duties in a school library, or any individual carrying out or assisting with the functions of the school library.
- B. The following procedure shall be adhered to any time an individual with a vested interest submits a complaint requesting removal of library material from any of the district’s school libraries.
 - 1. Complaints about library material shall be made on a request for removal form and submitted to the Principal of the school building in which the library material is challenged to initiate a review of the material.
 - 2. The individual with a vested interest shall complete and sign a request for removal form available in the Principal’s office. The request for removal form shall include:
 - a. The title, author, and publisher of the library material at issue;
 - b. Sections of the library material to which the individual with a vested interest objects; and
 - c. An explanation of the reasons for the objection.
 - 3. Within five working days of the receipt of the request for removal form, the Principal or designee shall forward the request for removal to the Superintendent.
 - 4. Upon receipt of the request for removal form, the Superintendent or designee shall appoint a review committee consisting of:
 - a. The Superintendent or designee;
 - b. The Principal or designee of the school in which the library material is challenged;
 - c. The Principal or designee
 - d. A representative selected by the Board of Education;
 - e. At least one grade-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the request for removal form;
 - f. A parent of a student enrolled in the school district, provided the parent selected is not the individual who submitted the request for removal form;

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- g. If appropriate, and at the discretion of the Superintendent, in cases where a student enrolled in the district in grades nine through twelve filed the request for removal form, a student enrolled in the district in grades nine through twelve may volunteer to serve on the review committee if that student did not file the request for removal form. The Superintendent shall consult with the Principal of the school involved in the removal request in making this determination; and
 - h. Any additional members the Superintendent or designee deem necessary.
- 5. The challenged library material shall remain within the school library and available for a student to reserve, check out, or access until there is a final decision reached by the Board of Education pursuant to N.J.S.A. 18A:34A-5.b.(5) and B.7. below.
- 6. The review committee members shall evaluate the request for removal form and review the challenged library material in its entirety. The review committee shall meet to discuss the library material and concerns raised and make a recommendation on whether the challenged library material should be removed from circulation, retained, or limited in use. The review committee shall submit its written report with recommendations to the Board of Education no later than sixty school days from the date of the next regularly scheduled Board of Education meeting after receipt of the request for removal form:
 - a. A copy of the review committee's report shall also be provided to the individual with a vested interest who filed the request for removal form and the Principal who received the request for removal form.
- 7. The Board of Education shall review the review committee's report and make a final determination on whether the library material is to be removed from the school library or limited in use. The Board of Education shall provide a written statement of reasons for:
 - a. The removal, limitation, or non-removal of a library material; and
 - b. Any final determination that is contrary to the recommendations of the review committee.
- 8. The written statement of reasons shall be posted on the Board of Education's website in a prominent and easily accessible location within thirty days of the determination.

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9. All decisions on whether to remove from circulation, retain, or limit in use library material shall be based on the library material as a whole, not isolated passages.
10. All request for removal forms and outcomes shall be maintained in accordance with other similar records in the district.
11. Library material that has been challenged pursuant N.J.S.A. 18A:34A-5.b.(1) through 18A:34A-5.b.(5), Policy 2535, and this Regulation shall not be subject to challenge for at least one year in accordance with N.J.S.A. 18A:34A-5.b.(6).
12. The district may consolidate requests for removal of the same challenged library material in accordance with N.J.S.A. 18A:34A-5.b.(7).
13. The Board of Education's determination issued in accordance with N.J.S.A. 18A:34A-5, Policy 2535, and this Regulation which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A. 18A:6-9. However, an individual with a vested interest, as defined in N.J.S.A. 18A:34A-3, may file a petition of appeal of the Board of Education's final determination to remove library material to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.
14. Nothing in N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation shall be construed as creating a separate legal cause of action regarding any determination issued pursuant to N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation.
15. A school the Principal or designee member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6.

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R 5516 STUDENT USE OF INTERNET-ENABLED DEVICES (M)

The following age-appropriate and grade level differentiated provisions shall govern student use of personal internet-enabled devices on school grounds during the school day.

Kindergarten through Grade 12:

1. Students in Kindergarten through grade 12 are prohibited from using a personal internet-enabled device on school grounds during the school day.
2. Students in Kindergarten through grade 12 who bring a personal internet-enabled device to school are expected to turn the device off and store it the location(s) identified by the school. It is the student's responsibility to turn off the personal internet-enabled device(s) and have the device password protected to prevent any unauthorized use of the device.
3. Students in Kindergarten through grade 12 shall be permitted to use their personal internet-enabled device on a school bus while on their way to school or on the bus on their way home from school at the end of the school day.
4. Students in Kindergarten through grade 4 are prohibited from using their personal internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.
5. Students in grade 5 through grade 12 shall be permitted to use their personal internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.
6. Students in Kindergarten through grade 8 are prohibited from using their personal internet-enabled device during school-sponsored events off school grounds during the school day unless authorized to do so. Any use of a personal internet-enabled device may only occur with the authorization of the superintendent or designee and while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) and only if no reasonable alternative to the use of the personal internet-enabled device is available.
7. Students in grade 9 through grade 12 shall be permitted to use their personal internet-enabled device for educational purposes during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) and only with the approval of the Principal or designee.

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8. Students in Kindergarten through grade 12 shall be permitted to use their personal internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.).
9. Students in Kindergarten through grade 12 are prohibited from using all other personal electronic devices and non-internet-enabled devices unless with authorization from the Superintendent or other designee.
10. Discipline
 - a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use personal internet-enabled devices in violation of this Regulation and Policy 5516. All discipline shall be in accordance with Board Policy and Regulations 5500/5600 Expectations for Student Conduct/Code of Conduct.
 - (1) First Offense in a School Year
 - (a) The personal internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
 - (b) It is the student's responsibility to turn off the personal internet-enabled device and have the personal internet-enabled device password protected to prevent any unauthorized use of the personal internet-enabled device before turning the personal internet-enabled device in to the school staff member or employee of the Board.
 - (c) The student will be permitted to pick up the personal internet-enabled device in the Principal or designee's office at the end of the school day.
 - (d) The student will have the personal internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

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(2) Second Offense in a School Year

- (a) The personal internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
- (b) It is the student's responsibility to turn off the personal internet-enabled device and have the personal internet-enabled device password protected to prevent any unauthorized use of the personal internet-enabled device before turning the personal internet-enabled device in to the school staff member or employee of the Board.
- (c) The personal internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.
- (d) If the parent cannot pick up the personal internet-enabled device by the end of the school day, the parent may pick up the personal internet-enabled device before the end of the next or any subsequent school day.
- (e) The parent shall be required to sign for receipt of the personal internet-enabled device with notice provided of a second offense in a school year for their child.

(3) Third Offense in a School Year

- (a) The personal internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
- (b) It is the student's responsibility to turn off the personal internet-enabled device and have the personal internet-enabled device password protected to prevent any unauthorized use of the personal internet-enabled device before turning the personal

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internet-enabled device in to the school staff member or employee of the Board.

- (c) The personal internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.
 - (d) If the parent cannot pick up the personal internet-enabled device by the end of the school day, the parent may pick up the personal internet-enabled device before the end of the next or any subsequent school day.
 - (e) The parent shall be required to sign for receipt of the personal internet-enabled device with notice provided of a third offense in a school year for their child.
 - (f) A student with a third offense shall be assigned detention. Failure to attend shall result in discipline in accordance with Board Policy and Regulations 5500/5600 Expectations for Student Conduct/Code of Conduct.
- (4) Additional Offenses in a School Year.
- (a) Shall include the responses identified in (3) a-e. Disciplinary measures may include, but are not limited to detention, in-school suspension or other discipline in accordance with Board Policy and Regulations 5500/5600 Expectations for Student Conduct/Code of Conduct.

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Readopted: August 31, 2026

Springfield Public Schools Regulation

R 9130 PUBLIC COMPLAINTS

All complaints addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.

A. Complaints Regarding a Teaching Staff Member Other Than an Administrator or Supervisor

1. First Level

- a. The complainant will be directed to address the complaint to the teaching staff member.
- b. The teaching staff member will make every reasonable effort to address the complaint and take appropriate action, if necessary, in accordance with district policies and regulations and within the teaching staff member's authority.
- c. The teaching staff member will report the complaint in writing, and whatever action that may have been taken to resolve the complaint, to the teaching staff member's Principal or supervisor.

2. Second Level

- a. If the complaint cannot be resolved to the complainant's satisfaction at A.1. above, the complainant may appeal the teaching staff member's resolution to the teaching staff member's Principal or supervisor.
- b. The Principal or supervisor will take all reasonable and prudent steps to resolve the complaint and meet with the complainant to discuss the Principal or supervisor's resolution to the complaint.

3. Third Level

- a. If the complaint cannot be resolved to the complainant's satisfaction at A.2. above, the complainant may, within five working days of their meeting with the teaching staff member's Principal or supervisor, submit a written request for a conference to the Superintendent. The written request shall, at a minimum, include the specific nature of the complaint and a statement of the facts giving rise to it.
- b. A copy of the complainant's written request for a conference will be submitted to the Board by the Superintendent.

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- c. Within seven working days of the Superintendent's receipt of the written request for a conference, the Superintendent shall conduct the conference, at a time convenient to the complainant and the Superintendent, and attempt to resolve the complaint informally.
 - d. The Superintendent shall record in writing their disposition of the complaint and shall, within ten working days of the conference, submit a copy of their written disposition to the complainant and the Board.
- 4. Fourth Level
 - a. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed by the complainant to the Board.
 - (1) The complainant shall, within three working days of their receipt of the Superintendent's written disposition, submit a written request with supporting documentation to the Superintendent for an informal hearing before the Board. The complainant's request, along with the Superintendent's disposition at A.3.d. above, shall be provided to the Board.
 - b. The Board shall decide whether to grant or deny the complainant's request for an informal hearing and provide their decision in writing to the complainant within five working days upon receiving the request for an informal hearing.
 - (1) If the Board denies the request for an informal hearing, the Board shall render a decision on the appeal and provide the decision in writing to the complainant within ten working days.
 - (2) If the Board grants the request for an informal hearing, the Board shall schedule the informal hearing within forty-five working days upon receiving the request for an informal hearing. At the conclusion of the informal hearing, the Board shall render a decision and provide the decision in writing to the complainant within ten working days at the conclusion of the informal hearing.
 - (a) The Board may designate a committee of the Board to conduct an informal hearing with the complainant.
 - (b) The Board may permit the complainant to present witnesses.

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- (c) The Board will comply with the provisions of the Open Public Meetings Act and Bylaw 0162 regarding any public complaints, where applicable.

5. Reasonable efforts will be made to expedite time sensitive complaints.

B. Complaints Regarding a Support Staff Member

- 1. The complaint procedure set forth in A.1. above will be followed and the complainant will be directed to discuss the complaint first with the support staff member, if appropriate.
- 2. If the complaint cannot be resolved to the complainant's satisfaction at A.1. above, the complainant may follow the complaint procedure set forth in A.2. above.
- 3. If the complaint cannot be resolved to the complainant's satisfaction at A.2. above, the complainant may, within three working days of their meeting with the support staff member's supervisor, submit to the Superintendent a written request for a conference in accordance with A.3. above.
- 4. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at A.3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed to the Board of Education in accordance with A.4. above.

C. Complaints Regarding an Administrative Staff Member or Supervisory Staff Member

- 1. The complainant shall discuss the complaint first with the administrative staff member or supervisory staff member who is the subject of the complaint.
- 2. An appeal of the discussion with the administrative staff member or supervisory staff member will be made directly to the Superintendent in accordance with A.3. above.
- 3. A complainant wanting to appeal the Superintendent's written disposition to the Board of Education shall follow the appeal procedures as outlined in A.4. above.

D. Complaints Regarding a Program, Practice, or Operation

- 1. A complaint regarding a district or school policy; procedure; program; or operation, including entitlement programs established by State or Federal law, should be addressed, initially, to the Superintendent who will refer the complaint to the appropriate administrator or supervisor.

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2. A complaint that cannot be resolved to the complainant's satisfaction at D.1. above may be appealed to the Superintendent and, thereafter, the Board of Education in accordance with the procedures set forth in A.3. and A.4.
- E. Complaints Regarding Textbooks, Instructional Supplies, and Resource Materials
1. Complaints regarding textbooks, instructional supplies, and resource materials used in the district shall be submitted in writing by the complainant to the Superintendent.
 2. The written complaint shall, at a minimum, include:
 - a. The title, author, and publisher of the material at issue;
 - b. Sections of the material to which the complainant objects (by page(s) and item(s));
 - c. An explanation of the reason(s) for the objection;
 - d. The students or class for whom the material is intended; and
 - e. The way in which the material is used or presented to students.
 3. Within seven working days of the receipt of the written complaint, the Superintendent shall appoint a review committee consisting of:
 - a. The head of the department in which the material is being used;
 - b. A teaching staff member in the subject area of the material;
 - c. A Board of Education member;
 - d. The Principal of the school in which the material is used or presented; and
 - e. Any other staff member designated by the Superintendent.
 4. The review committee will meet to evaluate the complaint and review the material at issue.
 - a. The standards used by the review committee to review textbooks will be those set forth in Regulation 2510.
 - b. The standards used by the review committee to review instructional supplies will be those set forth in Regulation 2520.

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- c. The standards used by the review committee to review resource materials will be those set forth in Regulation 2530.
- 5. The review committee will report its findings and recommendations to the Superintendent within fifteen working days upon the appointment of the review committee.
- 6. The Superintendent will submit the review committee's findings and recommendations to the Board at the next regularly scheduled Board meeting.
- 7. If the Board acts to remove the material at issue or to limit access to the material at issue, its action will be accompanied by a statement of reasons for the removal or limitation.
 - a. The Board shall render its decision within forty-five working days of receipt of the review committee's findings and recommendations.
- 8. A copy of the review committee's findings and recommendations and the Board's action, if any, will be given to the complainant within five working days of the Board's action.
- 9. The complainant will be informed, in writing, that a decision of the Board may be appealed to the Commissioner of Education as permitted by law.

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