

REPORTS & COMMUNICATIONS

For The

REGULAR MEETING 23 SEPTEMBER 2020

MEETING NOTICE

REGULAR MEETING - Action will be taken...

DATE: **SEPTEMBER 23, 2020**
WEDNESDAY EVENING

TIME: 7:00 P.M.

PLACE: Via ZOOM Broadcast

Virtual Meeting link located at www.lodi.k12.nj.us

A handwritten signature in black ink, appearing to read "James R. Sekelsky", written over a horizontal line.

James R. Sekelsky
Board Secretary/Business Administrator

JS:rm

DATE: September 10, 2020

**LODI BOARD OF EDUCATION
MEETING AGENDA
September 23, 2020
7:00 PM – VIA ZOOM BROADCAST**

I. Call to Order

II. Pledge of Allegiance

III. Sunshine Law

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Lodi Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof sent and/or published in the Herald News, Bergen Record, Office of the Borough Clerk, and the entrance to the Board of Education Meeting Room."

IV. Roll Call

	Present	Absent
Delgado		
K.Mastrofilipo		
Ramos		
Salvacion		
Scorzetti		
Telep		
Cardone		
Superintendent of Schools		
Board Secretary		

Staff Member(s) Present: _____

V. Showcase for Success

VI. Approval of Minutes

1. July 1, 2020 Closed Session

Motion of adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

2. August 4, 2020 Closed Session

Motion of adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			

Telep			
Cardone			

3. August 21, 2020 Special Meeting

Motion of adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

VII. Communications

None

VIII. Superintendents Presentation

IX. Public Comment/Hearing of Citizens (Board Policy ByLaw #0167) (please limit to agenda items only)

“All regular and special meetings of the Lodi Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also need to conduct its business in an orderly and efficient manner, it shall schedule one or more periods during each meeting for public participation. Each speaker will be given a maximum of three (5) minutes per speaker.

The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves” (please provide name and street address).

X. Resolutions

LODI BOARD OF EDUCATION

LODI, NEW JERSEY

RESOLUTION# 62-2020

**RESOLUTION RE: AMENDMENT OF PARTNERSHIP AGREEMENT TO
RECOGNIZE NAME CHANGE OF THE BOYS & GIRLS
CLUB’S NAME TO THE BOYS & GIRLS CLUBS OF
LOWER BERGEN COUNTY, INC.**

RESOLVED that the Lodi Board of Education (“Board”) approve the Addendum to Partnership Agreement to amend the Partnership Agreement executed on July 24, 2019 between the Boys & Girls Club of Lodi, Inc. (“Boys & Girls Club”) and the Board regarding the Lodi Enrichment Afterschool Program, for the purpose of acknowledging the change of the Boys & Girls Club’s name to the Boys & Girls Clubs of Lower Bergen County, Inc.

ACTION ITEM: Resolution 62-2020

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

LODI BOARD OF EDUCATION

LODI, NEW JERSEY

RESOLUTION# 63-2020

**RESOLUTION RE: DESIGNATION OF PUBLIC AGENCY
COMPLIANCE OFFICER (P.A.C.O.)**

BE IT RESOLVED by the Board of Education of the Borough of Lodi, New Jersey, as follows:

THAT in accordance with the regulations of the New Jersey Department of the Treasury, Division of Contract Compliance & Equal Employment Opportunity in Public Contracts, a Public Agency Compliance Officer must be appointed annually for the Lodi School District; now therefore

BE IT RESOLVED THAT JAMES R. SEKELSKY, Board Secretary/Business Administrator, is hereby designated the Public Agency Compliance Officer for the 2020-2021 school year.

ACTION ITEM: Resolution 63-2020

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

XI. Board Secretary's Report

FINANCE

F-1

Motion to approve the transfers for the month of July 2020.

F-2

Motion to approve Payment Application #3 for EACM in the amount of \$62,524.00 for the Wilson School Boiler Replacement/HVAC Project.

F-3

Motion to approve the renewal of the Lodi School District's Section 125 Cafeteria Plan effective January 1, 2021. Said plan permits each eligible employee to set aside pre-tax dollars to pay out of pocket medical and dental costs.

F-4

Motion to approve the Athletic/Field Trip Transportation contract with Joshua Tours. Bids were received by the South Bergen Jointure Commission, the district's transportation coordinator. Joshua Tours was the lowest bidder complying with the bid specifications as listed below:

Contractor	Rate/Diem	Overtime
Joshua Tours	\$397.00/bus for five hours	\$25.00 each additional ¼ hour

ACTION ITEM(S): F-1 to F-4

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

FACILITIES/OPERATIONS

F/O-1

Motion to confirm/approve the discarding of the following items:

- A. The following list of items as requested by Frank D'Amico, Principal of Lodi High School in accordance with a memo dated August 4, 2020:

1	Dell Optiplex 990 TAG# 8032
1	Dell Optiplex 990 TAG# 8033
1	Dell Optiplex 990 TAG# 8034
1	Dell Optiplex 990 TAG# 8036
1	Dell Optiplex 990 TAG# 8043
1	Dell Optiplex 990 TAG# 8045

- B. A Risograph duplicator as requested by Frank D'Amico, Principal of Lodi High School in accordance with a memo dated August 28, 2020.

F/O-2

Motion to appoint _____ as Architect of Record for the Lodi Board of Education, from September 23rd, 2020 through June 30th, 2021.

ACTION ITEM(S): F/O1 to F/O-2

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			

Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

XII. Superintendent's Report

PERSONNEL

(All Personnel resolutions are based on the recommendation of the Superintendent)

P-5

Motion to approve the following expense in the amount of \$500.00 as attached, in accordance with Policy 6471, *School District Travel*. Said expense is relating to the scope of the staff members' and/or Board Trustees' current responsibilities and will promote the delivery of instruction and/or further the efficient operation of the Lodi School District.

P-6

Motion to approve the appointment of **Monica Vargas Mosquera** to the position of Lodi High School Chemistry Teacher effective September 24, 2020, or as soon thereafter pending receipt of NJDOE certification, to June 30, 2021. Salary shall be BA Step 6, \$50,557.00, in accordance with the labor agreement between the Lodi Education Association and the Lodi Board of Education. Letter of recommendation from Frank D'Amico, Principal, and resume are attached.

P- 7

Motion to approve the appointment of **Dianne Vandergroef** to the position of 1 to 1 Special Education Teacher Aide at Hilltop School at 5.5 hours per day, five days per week, at a salary of \$19,725.00 from September 24, 2020 to June 30, 2021. Letter of recommendation from Roberto Mendez, Supervisor of Special Services, and resume are attached.

P-8

Motion to approve the resignation of **Cheryl Starr**, Learning Disabilities Teacher Consultant, effective October 30, 2020.

P-9

Motion to approve the resignation of **Jennifer Chayka**, Roosevelt School Nurse, effective September 1, 2020.

P-10

Motion to approve the resignation of **Rosanne Frontauria**, Roosevelt School Teacher's Aide, effective September 1, 2020.

P-11

Motion to approve the resignation of **Jeffrey Rodriguez**, Lodi High School Teacher's Aide, effective September 1, 2020.

P-12

Motion to approve the resignation of **Marisa Ambrosio**, Thomas Jefferson Middle School Science Teacher, from her position as STEAM Advisor at Columbus School, effective immediately.

P-13

Motion to approve the following paid sick leaves of absence utilizing accumulated sick days as listed below:

Sandi Leibowitz, Columbus/Roosevelt School Media Specialist, from September 1, 2020 to September 30, 2020.

Karen Tempio, Roosevelt School Grade 1 Teacher, from September 4, 2020 to October 15, 2020.

Donna Dellapenta, Thomas Jefferson Middle School Social Studies Teacher, from September 1, 2020 to October 2, 2020.

Joan Iodaci, Hilltop School 10-Month Clerk/Typist, from September 3, 2020 to November 10, 2020.

P-14

Motion to approve the following child-care leaves of absence under the **Emergency Family Medical Leave Expansion Act (EFMLEA)** and the **Emergency Paid Sick Leave Act (EPSLA)** as listed below:

1. **Ellen Kreps**, Washington School/Lodi High School Speech/Language Teacher: EFMLEA from September 1, 2020 to November 20, 2020. She would like to substitute EPSLA for the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
2. **Jill Levesque**, Thomas Jefferson Middle School Mathematics Teacher: EFMLEA from September 1, 2020 to October 9, 2020. She would like to substitute EPSLA for the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
3. **JacLynn Mule**, Thomas Jefferson Middle School Supervisor of Special Areas: EFMLEA from September 1, 2020 to November 20, 2020. She would like to substitute EPSLA for the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
4. **Danielle Palasti-DeFranco**, Thomas Jefferson Middle School Language Arts Teacher: EFMLEA from September 1, 2020 to October 2, 2020. She would like to substitute EPSLA for the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
5. **Stephanie Perrelli**, Thomas Jefferson Middle School Language Arts/Special Education Teacher: EFMLEA from September 1, 2020 to October 5, 2020. She would like to substitute EPSLA for the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
6. **Laura Rinaldi**, Thomas Jefferson Middle School Social Studies Teacher: EFMLEA from September 1, 2020 to October 16, 2020. She would like to substitute EPSLA for the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
7. **Jennifer DiGuilio**, Hilltop School Grade 3 Teacher: EFMLEA from September 8, 2020 to November 25, 2020. She would like to substitute EPSLA for the first two weeks (September 8, 2020 to September 22, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).
8. **Lori Nittoli**, Thomas Jefferson Middle School Language Arts Teacher: EFMLEA from September 8, 2020 to September 30, 2020. She would like to substitute EPSLA for the first two weeks (September 8, 2020 to September 22, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).

9. **Kevin Alberti**, Lodi High School Custodian: EFMLEA from September 8, 2020 to November 25, 2020. He would like to substitute EPSLA for the first two weeks (September 8, 2020 to September 22, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate).

10. **Anthony Zarriello**, Wilson School ESL Teacher: EFMLEA from November 2, 2020 to December 23, 2020. He would like to substitute EPSLA for the first two weeks (November 2, 2020 to November 16, 2020) to receive $\frac{2}{3}$ of regular rate of pay (up to \$200 per day and \$2,000 in the aggregate). On November 17-November 18, 2020, he will utilize two paid personal days, then continue EFMLEA to December 23, 2020.

P-15

Motion to approve the following medical leave of absence under the **Emergency Paid Sick Leave Act (EPSLA) and utilizing accumulated sick days** as listed below:

Amy Curtin, Thomas Jefferson Middle School Speech/Language Teacher: She is requesting to apply EPSLA to the first two weeks (September 1, 2020 to September 15, 2020) to receive $\frac{2}{3}$ of her regular rate of pay (up to \$511 per day and \$5,110 in the aggregate), then will utilize her accumulated sick days from September 16, 2020 to October 16, 2020.

P-16

Motion to approve the Statement of Assurance regarding the use of paraprofessional staff for the 2020-2021 school year.

ACTION ITEM(S): P-5 to P-16

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			

Scorzetti			
Telep			
Cardone			

Curriculum & Instruction

C/I-2

Motion to approve the following Lodi School District Goals for the 2020-2021 school year as listed below:

- i. Investigate improvements to the virtual learning-experience through the continued assessment of the district's digital infrastructure, including bandwidth.
- ii. Increase organizational effectiveness through the review and development of appropriate (updated) job descriptions/responsibilities and meaningful evaluations for all district employees.
- iii. Continue to support a personalized, student-centered and rigorous, digital learning environment through high-quality, ongoing, professional development, targeting technology-infused content and hybrid/virtual learning strategies for all staff members.
- iv. Enhance current special education practices and procedures through fiscal responsibility and by maximizing the efficiency of special services personnel in providing programs and services to students with disabilities.

C/I-3

Motion to approve the service agreement amendment for **CarePlus NJ**, effective for the period from November 30, 2020 through June 30, 2021. CarePlus NJ is to provide School Clearances for those in-district students who have been identified in need by the district.

CarePlus NJ will be compensated for the forty (40) weeks of behavioral healthcare and support services for the licensed clinician who works in the schools on a daily basis in the total sum of \$68,600.00 (\$9,800.00 per month).

School clearances from September 2020 to November 2020 will be done on an outpatient basis. CarePlus NJ will invoice the school district \$200.00/school clearance.

C/I-4

Motion to approve home instruction services for the student listed below:

<u>Student</u>	<u>Effective Date</u>	<u>Provider</u>
1. M.M.	9-8-20 to 6-30-21	Center for Children's Behavioral Health

C/I-5

Motion to enter into an agreement with **Bergen County Special Services** for the 2020-2021 school year for the provision of One-to-One Assistants for the following students:

<u>Student Code</u>	<u>Cost</u>	<u>Service</u>	<u>Effective Date</u>
a. #01-01	\$52,000.00	One-to-One Assistant	9-3-20
b. #04-06	\$52,000.00	One-to-One Assistant	9-3-20
c. #10-10	\$52,000.00	One-to-One Assistant	9-3-20

C/I-6

Motion to approve the tuitions for the 2020-2021 school year for the students listed below:

<u>Student Code</u>	<u>Tuition Cost</u>	<u>Program</u>	<u>Effective Date</u>
1. #10-05	\$61,740.00	Transition Center at Wood-Ridge	9-8-20 to 6-30-21
2. #11-03	\$89,460.00	Venture Program	9-8-20 to 6-30-21

C/I-7

Motion to approve the results of the investigation regarding an incident of Harassment, Intimidation, or Bullying for the month of August under the Anti-Bullying Bill of Rights Act.

ACTION ITEM(S): C/I-2 to C/I-7

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			

Salvacion			
Scorzetti			
Telep			
Cardone			

POLICIES AND REGULATIONS

P/R-1

Motion to conduct the first readings of the **New Policies** with edits:

- Policy 1648 - Restart and Recovery Plan
- Policy 1649 - Federal Families First Coronavirus (COVID-19) Response Act
- Policy 2270 - Religion in the Schools
- Policy 2431.3 - Heat Participation Policy for Student-Athlete Safety
- Policy 1648.02 - Remote Learning Options for Families
- Policy 1648.03 - Restart and Recovery Plan - Full-Time Remote Instruction

P/R-2

Motion to conduct the first readings of the **Revised Policies and Regulations** with edits:

- Policy 2622 - Student Assessment
- Policy & Regulation 5111 - Eligibility of Resident/Nonresident Students
- Policy & Regulation 5200 - Attendance
- Policy & Regulation 5320 - Immunization
- Policy & Regulation 5330.04 - Administering Opioid Antidote
- Policy 5610 - Suspension
- Regulation 5610 - Suspension Procedures
- Policy 5620 - Expulsion
- Policy & Regulation 8320 - Personnel Records

ACTION ITEM(S): P/R-1 to P/R-2

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			

K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

OTHER ITEMS

O/I-1

Motion to approve the attached domicile investigations that have been conducted by Thomas Gervasi, School Safety Investigator during the month of August.

O/I-2

Motion to approve to enter into a contract with **SD Gameday, LLC** and the Lodi Board of Education for the provision of NJ-licensed, BOC-certified and individually-insured Athletic Trainer(s) for athletic training services to Lodi High School. The fee for athletic training coverage is as follows:

HS Sport	Level	Fee
Baseball	ALL	\$120.00
Basketball	ALL	\$120.00
Basketball (JV/Varsity)		\$220.00
Basketball (9th/JV/Varsity)		\$315.00
Field Hockey	ALL	\$120.00
Football (game only)	Varsity	\$225.00
Football (game only)	Sub varsity	\$175.00
Football (w/ prep-early arrival and pregame taping)	Varsity	\$375.00
Gymnastics - Duel Meet	ALL	\$150.00
Gymnastics - Invitational	ALL	\$55.00/HR/AT

Ice Hockey	ALL	\$120.00
Indoor Track	ALL	\$275.00
Lacrosse	ALL	\$120.00
Outdoor Track	ALL	\$275.00
Soccer	ALL	\$120.00
Softball	ALL	\$120.00
Swimming	ALL	\$160.00
Tennis (match)	ALL	\$160.00
Tennis (Tournament)	ALL	\$55.00/HR/AT
Volleyball (Single Match)		\$120.00
Volleyball (JV/V)		\$220.00
Volleyball (9th/JV/V)		\$315.00
Wrestling (Single)		\$120.00
Wrestling (Single JV/Varsity)		\$185.00
Wrestling (Tri)		\$335.00
Wrestling (Quad)		\$375.00
XC	ALL	\$170.00
Athletic Training - Practices only	HIGH SCHOOL	\$55.00/HR (3 hr. minimum)
Middle School Sports	ALL	\$100

ACTION ITEM(S): O/I-1 to O/I-2

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

XIII. Report of the President

XIV. Report of Committees

XV. Unfinished Business

XVI. New Business

XVII. Hearing of Citizens (on all matters)

XVIII. Adjournment**Time:** _____

Motion to adopt: _____ Seconded By: _____

Roll Call	Yes	No	Abstain
Delgado			
K.Mastrofilipo			
Ramos			
Salvacion			
Scorzetti			
Telep			
Cardone			

Lodi Board of Education
Expense Account Adjustment Analysis By Adjustment#
 Current Cycle : July

F-1

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 07/31/2020

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0001	SAL SUP AIDE TJMS	11-000-217-100-00-067	SAL SUP AIDE TJMS	07/31/2020	BRAVENNATI	\$0.00	\$39,450.00	\$39,450.00
	SAL SUP AIDE TJMS	11-000-217-100-00-090	SAL SUP AIDE WASH	07/31/2020	BRAVENNATI	\$39,450.00	(\$39,450.00)	\$0.00
			Total for Adjustment #		0001		\$0.00	
0002	SALARY SPEECH LHS	11-000-216-100-00-050	SALARY SPEECH LHS	07/31/2020	BRAVENNATI	\$11,790.00	\$11,209.60	\$22,999.60
	SALARY SPEECH LHS	11-000-216-100-00-090	SALARY SPEECH WASH	07/31/2020	BRAVENNATI	\$47,158.00	(\$11,209.60)	\$35,948.40
			Total for Adjustment #		0002		\$0.00	
0003	SAL SUP AIDE WILSON	11-000-217-100-00-100	SAL SUP AIDE WILSON	07/31/2020	BRAVENNATI	\$0.00	\$19,725.00	\$19,725.00
	SAL SUP AIDE WILSON	11-000-217-320-00-000	PURCH PROF-ED SRV LIN/OD	07/31/2020	BRAVENNATI	\$960,000.00	(\$19,725.00)	\$940,275.00
			Total for Adjustment #		0003		\$0.00	
0004	SALARY SPEECH HILL	11-000-216-100-00-065	SALARY SPEECH HILL	07/31/2020	BRAVENNATI	\$30,224.50	\$5,144.30	\$35,368.80
	SALARY SPEECH HILL	11-000-216-100-00-080	SALARY SPEECH ROOS	07/31/2020	BRAVENNATI	\$30,224.50	(\$5,144.30)	\$25,080.20
			Total for Adjustment #		0004		\$0.00	
0005	SALARY GUIDANCE HILL	11-000-218-104-00-060	SALARY GUIDANCE COL	07/31/2020	BRAVENNATI	\$124,651.00	(\$21,354.80)	\$103,296.20
	SALARY GUIDANCE HILL	11-000-218-104-00-065	SALARY GUIDANCE HILL	07/31/2020	BRAVENNATI	\$30,508.00	\$21,354.80	\$51,862.80
			Total for Adjustment #		0005		\$0.00	
0006	SALARY GUIDANCE WASH	11-000-218-104-00-080	SALARY GUIDANCE ROOS	07/31/2020	BRAVENNATI	\$91,144.50	(\$14,675.40)	\$76,469.10
	SALARY GUIDANCE WASH	11-000-218-104-00-090	SALARY GUIDANCE WASH	07/31/2020	BRAVENNATI	\$58,805.00	\$14,675.40	\$73,480.40
			Total for Adjustment #		0006		\$0.00	
0007	OTH PURCH PROF/TECH OOD	11-000-218-390-00-000	OTH PURCH PROF/TECH OOD	07/31/2020	BRAVENNATI	\$26,000.00	\$21,017.50	\$47,017.50
	OTH PURCH PROF/TECH OOD	11-000-218-390-09-000	OTH PURCH PROF/TECH	07/31/2020	BRAVENNATI	\$49,000.00	(\$21,017.50)	\$27,982.50
			Total for Adjustment #		0007		\$0.00	
0008	RENTALS-CST	11-000-219-440-00-000	RENTALS-CST	07/31/2020	BRAVENNATI	\$1,824.00	\$0.36	\$1,824.36
	RENTALS-CST	11-000-219-600-00-000	SUPP & MAT OFF-CST	07/31/2020	BRAVENNATI	\$8,700.00	(\$0.36)	\$8,699.64
			Total for Adjustment #		0008		\$0.00	
0009	PURCH SRVC.LEASE-TJMS	11-000-222-440-03-067	PURCH SRVC. LEASE-TJMS	07/31/2020	BRAVENNATI	\$845.00	\$0.40	\$845.40
	PURCH SRVC.LEASE-TJMS	11-000-222-600-00-000	MEDIA CNTR - SUPPLIES	07/31/2020	BRAVENNATI	\$24,800.00	(\$0.40)	\$24,799.60
			Total for Adjustment #		0009		\$0.00	
0010	SALARY SECRETARY LHS	11-000-240-104-00-050	SAL OTHER PROF STAFF LHS	07/31/2020	BRAVENNATI	\$535,225.00	(\$248,779.72)	\$286,445.28
	SALARY SECRETARY LHS	11-000-240-105-00-050	SALARY SECRETARY LHS	07/31/2020	BRAVENNATI	\$0.00	\$248,779.72	\$248,779.72
			Total for Adjustment #		0010		\$0.00	
0011	BUILD MAINT-TJMS	11-000-261-420-03-067	BUILD MAINT-TJMS	07/31/2020	BRAVENNATI	\$5,500.00	\$2,610.00	\$8,110.00
	BUILD MAINT-TJMS	11-000-261-420-04-060	BUILD MAINT-COLUMBUS	07/31/2020	BRAVENNATI	\$11,000.00	(\$2,610.00)	\$8,390.00
			Total for Adjustment #		0011		\$0.00	

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07/31/2020

Lodi Board of Education

Expense Account Adjustment Analysis By Adjustment#

Current Cycle : July

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
0012	BUILD MAINT-ROOSE	11-000-261-420-05-065	BUILD MAINT-HILLTOP	07/31/2020	BRAVENNATI	\$11,000.00	(\$2,800.00)	\$8,200.00
	BUILD MAINT-ROOSE	11-000-261-420-06-080	BUILD MAINT-ROOSE	07/31/2020	BRAVENNATI	\$0.00	\$2,800.00	\$2,800.00
Total for Adjustment # 0012							\$0.00	
0013	BUILD MAINT-WASH	11-000-261-420-07-090	BUILD MAINT-WASH	07/31/2020	BRAVENNATI	\$3,000.00	\$589.89	\$3,589.89
	BUILD MAINT-WASH	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$575,000.00	(\$589.89)	\$574,410.11
Total for Adjustment # 0013							\$0.00	
0014	BUILD MAINT-WILSON	11-000-261-420-08-100	BUILD MAINT-WILSON	07/31/2020	BRAVENNATI	\$0.00	\$11,374.54	\$11,374.54
	BUILD MAINT-WILSON	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$574,410.11	(\$11,374.54)	\$563,035.57
Total for Adjustment # 0014							\$0.00	
0015	BUILD MAINT-LINCOLN	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$563,035.57	(\$704.00)	\$562,331.57
	BUILD MAINT-LINCOLN	11-000-261-420-10-000	BUILD MAINT-LINCOLN	07/31/2020	BRAVENNATI	\$0.00	\$704.00	\$704.00
Total for Adjustment # 0015							\$0.00	
0016	BUILD MAINT.ASBESTOS	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$562,331.57	(\$1,000.00)	\$561,331.57
	BUILD MAINT.ASBESTOS	11-000-261-420-11-000	BUILD MAINT.ASBESTOS	07/31/2020	BRAVENNATI	\$0.00	\$1,000.00	\$1,000.00
Total for Adjustment # 0016							\$0.00	
0017	GEN SUPP MAINT-LHS	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$561,331.57	(\$32,988.91)	\$528,342.66
	GEN SUPP MAINT-LHS	11-000-261-610-02-050	GEN SUPP MAINT-LHS	07/31/2020	BRAVENNATI	\$0.00	\$32,988.91	\$32,988.91
Total for Adjustment # 0017							\$0.00	
0018	GEN SUPP MAINT-TJMS	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$528,342.66	(\$2,128.30)	\$526,214.36
	GEN SUPP MAINT-TJMS	11-000-261-610-03-067	GEN SUPP MAINT-TJMS	07/31/2020	BRAVENNATI	\$0.00	\$2,128.30	\$2,128.30
Total for Adjustment # 0018							\$0.00	
0019	GEN SUPP MAINT-COL	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$526,214.36	(\$678.80)	\$525,535.56
	GEN SUPP MAINT-COL	11-000-261-610-04-060	GEN SUPP MAINT-COL	07/31/2020	BRAVENNATI	\$0.00	\$678.80	\$678.80
Total for Adjustment # 0019							\$0.00	
0020	GEN SUPP MAINT-HILL	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$525,535.56	(\$887.10)	\$524,648.46
	GEN SUPP MAINT-HILL	11-000-261-610-05-085	GEN SUPP MAINT-HILL	07/31/2020	BRAVENNATI	\$0.00	\$887.10	\$887.10
Total for Adjustment # 0020							\$0.00	
0021	GEN SUPP MAINT-WASH	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$524,648.46	(\$961.46)	\$523,687.00
	GEN SUPP MAINT-WASH	11-000-261-610-07-090	GEN SUPP MAINT-WASH	07/31/2020	BRAVENNATI	\$0.00	\$961.46	\$961.46
Total for Adjustment # 0021							\$0.00	
0022	GEN SUPP MAINT-WIL	11-000-261-420-09-000	BUILD MAINT-ITINERANT	07/31/2020	BRAVENNATI	\$523,687.00	(\$1,015.50)	\$522,671.50
	GEN SUPP MAINT-WIL	11-000-261-610-08-100	GEN SUPP MAINT-WIL	07/31/2020	BRAVENNATI	\$0.00	\$1,015.50	\$1,015.50
Total for Adjustment # 0022							\$0.00	

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0023	OP OF PLANT SVCS-LHS	11-000-262-420-02-050	OP OF PLANT SVCS-LHS	07/31/2020	BRAVENNATI	\$0.00	\$1,627.74	\$1,627.74
	OP OF PLANT SVCS-LHS	11-000-262-420-54-000	OP OF PLANT-VEHICLE	07/31/2020	BRAVENNATI	\$15,000.00	(\$1,627.74)	\$13,372.26
Total for Adjustment # 0023							\$0.00	
0024	OP OF PLANT SVCS-TJMS	11-000-262-420-03-067	OP OF PLANT SVCS-TJMS	07/31/2020	BRAVENNATI	\$0.00	\$1,800.00	\$1,800.00
	OP OF PLANT SVCS-TJMS	11-000-262-420-54-000	OP OF PLANT-VEHICLE	07/31/2020	BRAVENNATI	\$13,372.26	(\$1,800.00)	\$11,572.26
Total for Adjustment # 0024							\$0.00	
0025	OP OF PLANT SVCS-LIN	11-000-262-420-10-000	OP OF PLANT SVCS-LIN	07/31/2020	BRAVENNATI	\$0.00	\$845.44	\$845.44
	OP OF PLANT SVCS-LIN	11-000-262-420-54-000	OP OF PLANT-VEHICLE	07/31/2020	BRAVENNATI	\$11,572.26	(\$845.44)	\$10,726.82
Total for Adjustment # 0025							\$0.00	
0026	OP OF PLANT SVCS-ITIN	11-000-262-420-09-000	OP OF PLANT SVCS-ITIN	07/31/2020	BRAVENNATI	\$0.00	\$22,087.36	\$22,087.36
	OP OF PLANT SVCS-ITIN	11-000-262-420-54-000	OP OF PLANT-VEHICLE	07/31/2020	BRAVENNATI	\$10,726.82	(\$10,161.42)	\$565.40
Total for Adjustment # 0026							\$11,925.94	
0027	WORKER'S COMP	11-000-291-260-00-000	WORKER'S COMP	07/31/2020	BRAVENNATI	\$202,298.00	\$459.00	\$202,757.00
	WORKER'S COMP	11-000-291-270-00-000	HEALTH BENEFITS	07/31/2020	BRAVENNATI	\$7,148,060.00	(\$459.00)	\$7,147,601.00
Total for Adjustment # 0027							\$0.00	
0028	KIND-SALARIES WILSON	11-110-100-101-00-060	KIND - SALARIES COLUMBUS	07/31/2020	BRAVENNATI	\$177,028.00	(\$7,351.00)	\$169,677.00
	KIND-SALARIES WILSON	11-110-100-101-00-065	KIND - SALARIES HILLTOP	07/31/2020	BRAVENNATI	\$192,991.00	(\$10,965.00)	\$182,026.00
	KIND-SALARIES WILSON	11-110-100-101-00-080	KIND - SALARIES ROOS	07/31/2020	BRAVENNATI	\$104,056.00	(\$1,946.00)	\$102,110.00
	KIND-SALARIES WILSON	11-110-100-101-00-090	KIND - SALARIES WASH	07/31/2020	BRAVENNATI	\$244,080.00	(\$14,502.00)	\$229,578.00
	KIND-SALARIES WILSON	11-110-100-101-00-100	KIND - SALARIES WILSON	07/31/2020	BRAVENNATI	\$200,898.00	\$43,701.00	\$244,599.00
Total for Adjustment # 0028							\$8,937.00	
0029	SALARY TEACHERS 1-5 WILS	11-120-100-101-00-090	SALARY TEACHERS 1-5 WASH	07/31/2020	BRAVENNATI	\$1,042,179.50	(\$2,382.80)	\$1,039,796.70
	SALARY TEACHERS 1-5 WILS	11-120-100-101-00-100	SALARY TEACHERS 1-5 WILS	07/31/2020	BRAVENNATI	\$990,487.00	\$2,382.80	\$992,869.80
Total for Adjustment # 0029							\$0.00	
0030	PURCH PRO-ED SRV LHS	11-190-100-320-00-050	PURCH PROF-ED SRV LHS	07/31/2020	BRAVENNATI	\$0.00	\$5,075.00	\$5,075.00
	PURCH PRO-ED SRV LHS	11-190-100-340-00-	PURCH. TECH. SRVC.	07/31/2020	BRAVENNATI	\$37,000.00	(\$5,075.00)	\$31,925.00
Total for Adjustment # 0030							\$0.00	
0031	PURCH TECH SRV LHS	11-190-100-340-00-	PURCH. TECH. SRVC.	07/31/2020	BRAVENNATI	\$31,925.00	(\$20,110.56)	\$11,814.44
	PURCH TECH SRV LHS	11-190-100-340-00-050	PURCH TECH SRV LHS	07/31/2020	BRAVENNATI	\$0.00	\$20,110.56	\$20,110.56
Total for Adjustment # 0031							\$0.00	
0032	PURCH.SRVCS ROOS	11-190-100-500-03-067	PURCH.SRVCS TJMS	07/31/2020	BRAVENNATI	\$10,000.00	(\$300.00)	\$9,700.00
	PURCH.SRVCS ROOS	11-190-100-500-06-080	PURCH.SRVCS ROOS	07/31/2020	BRAVENNATI	\$0.00	\$300.00	\$300.00
Total for Adjustment # 0032							\$0.00	

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0033	PURCHASED SERVICES LINC	11-190-100-530-00-	OTHER PURCHASED SERVICES	07/31/2020	BRAVENNATI	\$126,331.00	(\$126,331.00)	\$0.00
	PURCHASED SERVICES LINC	11-190-100-530-00-000	PURCHASED SERVICES LINC	07/31/2020	BRAVENNATI	\$0.00	\$126,331.00	\$126,331.00
Total for Adjustment # 0033							\$0.00	
0034	DISTRICT TECH. SUPPLIES	11-190-100-610-09-	DISTRICT TECH. SUPPLIES	07/31/2020	BRAVENNATI	\$100,000.00	(\$3,346.06)	\$96,653.94
	DISTRICT TECH. SUPPLIES	11-190-100-610-09-000	DISTRICT TECH. SUPPLIES	07/31/2020	BRAVENNATI	\$0.00	\$3,346.06	\$3,346.06
Total for Adjustment # 0034							\$0.00	
0035	SALARY RESOURCE RM LHS	11-213-100-101-00-050	SALARY RESOURCE RM LHS	07/31/2020	BRAVENNATI	\$473,975.00	\$58,683.00	\$532,658.00
	SALARY RESOURCE RM LHS	11-213-100-101-00-067	SALARY RESOURCE RM TJMS	07/31/2020	BRAVENNATI	\$833,847.00	(\$24,914.00)	\$808,933.00
	SALARY RESOURCE RM LHS	11-213-100-101-00-100	SALARY RESOURCE RM WILS	07/31/2020	BRAVENNATI	\$94,935.00	(\$5,575.00)	\$89,360.00
	SALARY RESOURCE RM LHS	11-213-100-101-39-050	SAL SUB RESOURCE RM LHS	07/31/2020	BRAVENNATI	\$14,346.00	(\$14,346.00)	\$0.00
	SALARY RESOURCE RM LHS	11-213-100-101-39-065	SAL SUB RESOURCE RM HILL	07/31/2020	BRAVENNATI	\$14,346.00	(\$13,848.00)	\$498.00
Total for Adjustment # 0035							\$0.00	
0036	PRE-KIND SALARIES WASH	20-218-100-101-13-065	PRE-KIND SALARIES HILL	07/31/2020	BRAVENNATI	\$97,749.00	(\$3,391.00)	\$94,358.00
	PRE-KIND SALARIES WASH	20-218-100-101-13-080	PRE-KIND SALARIES ROOS	07/31/2020	BRAVENNATI	\$49,609.00	(\$1,472.00)	\$48,137.00
	PRE-KIND SALARIES	20-218-100-101-13-090	PRE-KIND SALARIES WASH	07/31/2020	BRAVENNATI	\$105,656.00	\$92,989.00	\$198,645.00
	PRE-KIND SALARIES WASH	20-218-100-101-13-100	PRE-KIND SALARIES WILS	07/31/2020	BRAVENNATI	\$49,099.00	(\$49,099.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-101-23-065	PRE-KIND SAL.SUBS HILL	07/31/2020	BRAVENNATI	\$1,700.00	(\$1,700.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-101-23-080	PRE-KIND SAL.SUBS ROOS	07/31/2020	BRAVENNATI	\$1,700.00	(\$1,700.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-101-23-090	PRE-KIND SAL.SUBS WASH	07/31/2020	BRAVENNATI	\$1,700.00	(\$1,700.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-101-23-100	PRE-KIND SAL.SUBS WILS	07/31/2020	BRAVENNATI	\$1,700.00	(\$1,700.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-106-14-065	PRE-KIND SUB AIDES HILL	07/31/2020	BRAVENNATI	\$469.00	(\$469.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-106-14-080	PRE-KIND SUB AIDES ROOS	07/31/2020	BRAVENNATI	\$469.00	(\$469.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-106-14-090	PRE-KIND SUB AIDES WASH	07/31/2020	BRAVENNATI	\$470.00	(\$470.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-106-14-100	PRE-KIND SUB AIDES WILS	07/31/2020	BRAVENNATI	\$470.00	(\$470.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-600-15-065	PRE-K SUPPLIES - HILLTOP	07/31/2020	BRAVENNATI	\$2,363.00	(\$2,363.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-100-600-16-080	PRE-K SUPPLIES - ROOS.	07/31/2020	BRAVENNATI	\$2,363.00	(\$2,056.14)	\$306.86
	PRE-KIND SALARIES WASH	20-218-100-600-17-090	PRE-K SUPPLIES - WASH.	07/31/2020	BRAVENNATI	\$2,363.00	(\$2,097.96)	\$265.04
	PRE-KIND SALARIES WASH	20-218-100-600-18-100	PRE-K SUPPLIES - WILSON	07/31/2020	BRAVENNATI	\$2,363.00	(\$2,363.00)	\$0.00
	PRE-KIND SALARIES WASH	20-218-200-200-00-000	PRE-KIND EMPLOYEE BEN.	07/31/2020	BRAVENNATI	\$50,508.00	(\$21,468.90)	\$29,039.10
Total for Adjustment # 0036							\$0.00	
0037	GEN SUPP-LHS	11-000-262-590-00-000	MISC PURCH SVCS	07/31/2020	BRAVENNATI	\$7,995.00	(\$464.71)	\$7,530.29
	GEN SUPP-LHS	11-000-262-610-02-050	GEN SUPP-LHS	07/31/2020	BRAVENNATI	\$0.00	\$464.71	\$464.71
Total for Adjustment # 0037							\$0.00	
0038	GEN SUPP-LINCOLN	11-000-262-590-00-000	MISC PURCH SVCS	07/31/2020	BRAVENNATI	\$7,530.29	(\$2,020.34)	\$5,509.95
	GEN SUPP-LINCOLN	11-000-262-610-10-000	GEN SUPP-LINCOLN	07/31/2020	BRAVENNATI	\$0.00	\$2,020.34	\$2,020.34

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Total for Adjustment # 0038							\$0.00	
0039	TITLE I SALARIES WILS	20-231-100-101-00-100	TITLE I SALARIES WILS	07/31/2020	BRAVENNATI	\$0.00	\$33,453.00	\$33,453.00
	TITLE I SALARIES WILS	20-231-100-610-00-050	TITLE I-TEACH. SUPPL.LHS	07/31/2020	BRAVENNATI	\$59,764.00	(\$33,453.00)	\$26,311.00
Total for Adjustment # 0039							\$0.00	
0040	TITLE 1 SALARIES TJMS	20-231-100-101-00-067	TITLE I SALARIES TJMS	07/31/2020	BRAVENNATI	\$0.00	\$95,958.00	\$95,958.00
	TITLE 1 SALARIES TJMS	20-231-100-101-01-050	TITLE I STIPENDS LHS	07/31/2020	BRAVENNATI	\$48,344.00	(\$351.00)	\$47,993.00
	TITLE 1 SALARIES TJMS	20-231-100-610-00-050	TITLE I-TEACH. SUPPL.LHS	07/31/2020	BRAVENNATI	\$26,311.00	(\$26,311.00)	\$0.00
	TITLE 1 SALARIES TJMS	20-231-200-200-00-000	TITLE I EMP BEN	07/31/2020	BRAVENNATI	\$131,448.00	(\$54,067.00)	\$77,381.00
	TITLE 1 SALARIES TJMS	20-231-200-320-00-067	TITLE I PROF/TECH-LEA	07/31/2020	BRAVENNATI	\$9,279.00	(\$9,279.00)	\$0.00
	TITLE 1 SALARIES TJMS	20-231-200-800-00-050	TITLE I OTHER OBJ. LHS	07/31/2020	BRAVENNATI	\$5,950.00	(\$5,950.00)	\$0.00
Total for Adjustment # 0040							\$0.00	
0041	TITLE I SALARIES ROOS	20-231-100-101-00-080	TITLE I SALARIES ROOS	07/31/2020	BRAVENNATI	\$0.00	\$70,000.00	\$70,000.00
	TITLE I SALARIES ROOS	20-231-200-200-00-000	TITLE I EMP BEN	07/31/2020	BRAVENNATI	\$77,381.00	(\$54,067.00)	\$23,314.00
Total for Adjustment # 0041							\$15,933.00	
0042	TITLE I SALARIES ROOS	20-231-100-101-00-080	TITLE I SALARIES ROOS	07/31/2020	BRAVENNATI	\$70,000.00	\$15,933.00	\$85,933.00
	TITLE I SALARIES ROOS	20-231-200-200-00-000	TITLE I EMP BEN	07/31/2020	BRAVENNATI	\$23,314.00	(\$15,933.00)	\$7,381.00
Total for Adjustment # 0042							\$0.00	
0043	GEN SUPP-TJMS	11-000-262-610-03-067	GEN SUPP-TJMS	07/31/2020	BRAVENNATI	\$0.00	\$18,959.81	\$18,959.81
	GEN SUPP-TJMS	11-000-262-621-00-000	ENERGY-NATURAL GAS	07/31/2020	BRAVENNATI	\$185,000.00	(\$5,000.00)	\$180,000.00
	GEN SUPP-TJMS	11-000-262-626-00-000	ENERGY-VEHICLE GASOLINE	07/31/2020	BRAVENNATI	\$3,000.00	(\$2,500.00)	\$500.00
	GEN SUPP-TJMS	11-000-262-800-00-000	OTHER OBJECTS	07/31/2020	BRAVENNATI	\$3,340.00	(\$1,303.00)	\$2,037.00
	GEN SUPP-TJMS	11-000-263-420-00-000	CARE OF GROUNDS-MAINT.	07/31/2020	BRAVENNATI	\$61,000.00	(\$10,156.81)	\$50,843.19
Total for Adjustment # 0043							\$0.00	
0044	GEN-SUPP-COLUMBUS	11-000-262-610-04-060	GEN SUPP-COLUMBUS	07/31/2020	BRAVENNATI	\$0.00	\$11,844.35	\$11,844.35
	GEN-SUPP-COLUMBUS	11-000-263-610-00-000	SUPPLIES CARE OF GROUNDS	07/31/2020	BRAVENNATI	\$15,500.00	(\$11,844.35)	\$3,655.65
Total for Adjustment # 0044							\$0.00	
0045	GEN SUPP-HILLTOP	11-000-262-610-05-065	GEN SUPP-HILLTOP	07/31/2020	BRAVENNATI	\$0.00	\$14,132.76	\$14,132.76
	GEN SUPP-HILLTOP	11-000-263-420-00-000	CARE OF GROUNDS-MAINT.	07/31/2020	BRAVENNATI	\$50,843.19	(\$14,132.76)	\$36,710.43
Total for Adjustment # 0045							\$0.00	
0046	GEN SUPP-ROOSEVELT	11-000-262-610-06-080	GEN SUPP-ROOSEVELT	07/31/2020	BRAVENNATI	\$0.00	\$10,314.40	\$10,314.40
	GEN SUPP-ROOSEVELT	11-000-263-420-00-000	CARE OF GROUNDS-MAINT.	07/31/2020	BRAVENNATI	\$36,710.43	(\$10,314.40)	\$26,396.03
Total for Adjustment # 0046							\$0.00	
0047	GEN SUPP-WASHINGTON	11-000-262-610-07-090	GEN SUPP-WASHINGTON	07/31/2020	BRAVENNATI	\$0.00	\$14,420.08	\$14,420.08
	GEN SUPP-WASHINGTON	11-000-263-420-00-000	CARE OF GROUNDS-MAINT.	07/31/2020	BRAVENNATI	\$26,396.03	(\$14,420.08)	\$11,975.95
Total for Adjustment # 0047							\$0.00	

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0048	GEN SUPP-WILSON	11-000-262-610-08-100	GEN SUPP-WILSON	07/31/2020	BRAVENNATI	\$0.00	\$9,611.97	\$9,611.97
	GEN SUPP-WILSON	11-000-263-420-00-000	CARE OF GROUNDS-MAINT.	07/31/2020	BRAVENNATI	\$11,975.95	(\$9,611.97)	\$2,363.98
Total for Adjustment # 0048							\$0.00	
0049	GEN SUPP-ITINERANT	11-000-262-100-18-000	SALARIES CUSTODIANS	07/31/2020	BRAVENNATI	\$1,273,826.00	(\$41,037.64)	\$1,232,788.36
	GEN SUPP-ITINERANT	11-000-262-100-20-000	SAL CUST SUBS	07/31/2020	BRAVENNATI	\$25,000.00	(\$25,000.00)	\$0.00
	GEN SUPP-ITINERANT	11-000-262-100-64-000	SAL CUST P/T	07/31/2020	BRAVENNATI	\$18,000.00	(\$18,000.00)	\$0.00
	GEN SUPP-ITINERANT	11-000-262-300-00-000	PURCH PROF & TECH SVCS	07/31/2020	BRAVENNATI	\$25,242.00	(\$18,100.00)	\$7,142.00
	GEN SUPP-ITINERANT	11-000-262-490-50-000	PURCH SVS-WATER	07/31/2020	BRAVENNATI	\$30,000.00	(\$4,000.00)	\$26,000.00
	GEN SUPP-ITINERANT	11-000-262-520-00-000	INSURANCE	07/31/2020	BRAVENNATI	\$240,000.00	(\$4,204.34)	\$235,795.66
	GEN SUPP-ITINERANT	11-000-262-590-00-000	MISC PURCH SVCS	07/31/2020	BRAVENNATI	\$5,509.95	(\$3,362.70)	\$2,147.25
	GEN SUPP-ITINERANT	11-000-262-610-09-000	GEN SUPP-ITINERANT	07/31/2020	BRAVENNATI	\$0.00	\$113,704.68	\$113,704.68
Total for Adjustment # 0049							\$0.00	
0050	TITLE I SALARIES WASH	20-231-100-101-00-080	TITLE I SALARIES ROOS	07/31/2020	BRAVENNATI	\$85,933.00	(\$15,933.00)	\$70,000.00
	TITLE I SALARIES WASH	20-231-100-101-00-090	TITLE I SALARIES WASH	07/31/2020	BRAVENNATI	\$0.00	\$75,000.00	\$75,000.00
	TITLE I SALARIES WASH	20-231-200-200-00-000	TITLE I EMP BEN	07/31/2020	BRAVENNATI	\$7,381.00	(\$7,381.00)	\$0.00
Total for Adjustment # 0050							\$51,686.00	
0051	TITLE III SALARIES HILL	20-241-100-101-00-065	TITLE III SALARIES HILL	07/31/2020	BRAVENNATI	\$8,113.00	\$1,432.00	\$9,545.00
	TITLE III SALARIES HILL	20-241-200-200-00-000	TITLE III EMP BENEFITS	07/31/2020	BRAVENNATI	\$3,698.00	(\$1,432.00)	\$2,266.00
Total for Adjustment # 0051							\$0.00	
0052	reverse ajustment #0050	20-231-100-101-00-067	TITLE I SALARIES TJMS	07/31/2020	JSEKELSKY	\$95,958.00	(\$95,958.00)	\$0.00
	Adjusting to Original Budget	20-231-100-101-00-080	TITLE I SALARIES ROOS	07/31/2020	JSEKELSKY	\$70,000.00	(\$70,000.00)	\$0.00
	Adjusting to Original Budget	20-231-100-101-00-090	TITLE I SALARIES WASH	07/31/2020	JSEKELSKY	\$75,000.00	(\$75,000.00)	\$0.00
	reverse ajustment #0050	20-231-100-101-00-100	TITLE I SALARIES WILS	07/31/2020	JSEKELSKY	\$33,453.00	(\$33,453.00)	\$0.00
	reverse ajustment #0050	20-231-100-101-01-050	TITLE I STIPENDS LHS	07/31/2020	JSEKELSKY	\$47,993.00	\$351.00	\$48,344.00
	reverse ajustment #0050	20-231-100-610-00-050	TITLE I-TEACH. SUPPL.LHS	07/31/2020	JSEKELSKY	\$0.00	\$59,764.00	\$59,764.00
	Adjusting to Original Budget	20-231-200-200-00-000	TITLE I EMP BEN	07/31/2020	JSEKELSKY	\$0.00	\$131,448.00	\$131,448.00
	reverse ajustment #0050	20-231-200-320-00-067	TITLE I PROF/TECH-LEA	07/31/2020	JSEKELSKY	\$0.00	\$9,279.00	\$9,279.00
	reverse ajustment #0050	20-231-200-800-00-050	TITLE I OTHER OBJ. LHS	07/31/2020	JSEKELSKY	\$0.00	\$5,950.00	\$5,950.00
Total for Adjustment # 0052							(\$67,619.00)	
Total Current Appropriation Adjustments							\$20,862.94	

Board of Education Meeting Date: September 23, 2020

NOTES:

- 1 All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
2 Any reimbursable expenses not in compliance with the Circulars as indicated in 1. Above, but deemed necessary and unavoidable as per
N.J.A.C. 76A:23B-1.2(I)2 have reason(s) for such exception(s) clearly set forth and noted below.
3 Any "Other Expenses" listed under reimbursable Expenses below will be explained under Explanation of "Other Expenses."

<u>Types of Travel</u>	<u>Code</u>
Staff Training & Seminar	1
Convention/Conference	2
Regular District Business	3
Retreat	4

[illegible]

Domicile Investigations

Regular Meeting - September 23, 2020

SCHOOL	DATE Investigation Completed	DOMICILED (YES)	DOMICILED (NO)
LHS	8/17/20		√
LHS	8/18/20		√
LHS	8/20/20		√
	Subtotal:		3
Total Investigations To Date:		47	16
Total Out of District Costs to Date:	\$		

RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published "The Road Back - Restart and Recovery Plan for Education" (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students' unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a "Restart and Recovery Plan" (Plan) to reopen schools that best fits the district's local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services ~~on a district-owned school bus, but is unable to maintain social distancing,~~ a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations. Students who are not medically able to wear face masks will be strongly encouraged to wear face shields if medically possible.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.

- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and

protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

- (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
- (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- (3) Results must be documented when signs/symptoms of COVID-19 are observed.
- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, ~~and families,~~ and any individual that the district has a reasonable indication could have been in contact with the ~~of a confirmed case,~~ while maintaining confidentiality.

Restart and Recovery Plan

- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.

- (1) If a visitor refuses to ~~a~~ wear a face covering for non-medical reasons and if such a covering cannot be provided to

the individual at the point of entry, the visitor's entry to the school/district facility ~~may~~will be denied.

- c. Students are ~~strongly encouraged~~required to wear face coverings ~~and are required to do so when social distancing cannot be maintained,~~ unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations. Students who are not medically able to wear face masks will be strongly encouraged to wear face shields if medically possible.

- d. Exceptions to the Requirement for Face Coverings

- (1) Doing so would inhibit the individual's health.
- (2) The individual is in extreme heat outdoors.
- (3) The individual is in water.
- (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- (5) The student is under the age of two and could risk suffocation.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

3. Facilities Cleaning Practices

Restart and Recovery Plan

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and

carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.

- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

- (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
- (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

Restart and Recovery Plan

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:
 - (i) All novice provisional teachers new to the district be provided induction;
 - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
 - (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
 - (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
 - (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers,

nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Appendices

The school district must attach Appendices C, E, F, G, K, N, and O from the district’s Restart and Recovery Plan here as required by this Policy 1648.

Date Adopted:
First Reading: 8-4-20;

FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19) RESPONSE ACT

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

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

A. ~~Emergency Family and Medical~~ Paid Sick Leave Expansion Act (EFMLEA/EPSLA)

1. ~~Definitions~~ For the purposes of the EFMLEA:

- a. ~~“Eligible employee” means~~ The FFCRA includes the EPSLA, which requires employers to provide paid sick time to an employee who has been employed to the extent the employee is unable to work or (telework) due to a need for ~~for at least thirty calendar days by the employer with respect to whom leave is requested.~~
- b. ~~“Employer” means any employer with fewer than five hundred employees.~~
- c. ~~“Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.~~
- d. ~~“Public Health Emergency” means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.~~
- e. ~~“Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).~~
- f. ~~“School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).~~

Federal Families First Response Coronavirus (COVID-19) Response Act
~~2. Relationship to Paid EFMLEA Leave~~

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

~~a. Leave for Initial Ten Days~~

~~(1) The first ten days of this FMLA leave for an eligible employee shall be~~

~~[Select One Option — X unpaid — paid.]~~

~~(2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).~~

~~(3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.~~

~~b. Paid Leave for Subsequent Days~~

~~(1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.~~

~~(2) The paid leave for an employee shall be calculated based on:~~

~~(a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and~~

~~(b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).~~

~~(3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.~~

Federal Families First Response Coronavirus (COVID-19) Response Act

~~(4) Varying Schedule Hours Calculation In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:~~

~~(a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.~~

~~(b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.~~

~~e. Employee Notice to Employer~~

~~(1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.~~

~~(a) A request for such leave that is foreseeable shall be submitted to the _____ Superintendent prior to commencing the leave.~~

~~(b) A need for such leave that is not foreseeable shall be submitted to the _____ Superintendent within one business day of the first day of the leave being taken by the employee.~~

~~(c) The employee shall provide to the _____ Superintendent the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.~~

~~d. Restoration to Position~~

~~The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does~~

~~not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:~~

~~(a) The employee takes leave under the EFMLEA.~~

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- (b) ~~The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:~~
- i. ~~That affect employment; and~~
 - ii. ~~Are caused by a public health emergency during the period of leave.~~
- (c) ~~The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.~~
- (d) ~~If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.~~

(2) ~~Contact Period~~

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

B. ~~Emergency Paid Sick Leave Act (EPSLA)~~

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

1. Definitions

a. For purposes of the EPSLA and this Policy:

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

- (a) “Covered employer” includes any person engaged in commerce or in any industry or activity affecting commerce that:
 - i. In the case of a private entity or individual, employs fewer than five hundred employees; and
 - ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.
 - (b) “Covered employer” also includes:
 - i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and
 - ii. Any successor in interest of an employer; and any “public agency”, as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
 - (c) “Covered employer” also includes any “public agency” as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) “Employ” and “State” have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) “Health care provider” and “son or daughter” have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) “Paid sick time” means an increment of compensated leave that:
- (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of BA.2.a. below; and
 - (b) Is calculated based on the employee’s required compensation under BA.1.a.(6) below and the number of hours the employee would otherwise be normally

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scheduled to work (or the number of hours calculated under
(~~BA~~.1.a.(7) below), except that in no event shall such paid
sick time exceed:

- i. \$511.00 per day and \$5,110.00 in the aggregate for
a use described in ~~BA~~.2.a.(1), (2), or (3) below; and
 - ii. \$200.00 per day and \$2,000.00 in the aggregate for
a use described in ~~BA~~.2.a.(4), (5), or (6) below.
- (6) “Required Compensation” subject to ~~BA~~.1.a.(5)(b) above, the
employee’s “required compensation” shall be not less than the
greater of the following:

- (a) The employee’s regular rate of pay (as determined under
section 7(e) of the Fair Labor Standards Act of 1938 (29
U.S.C. 207(e)).
- (b) The minimum wage rate in effect under section 6(a)(1) of
the Fair Labor Standards Act of 1938 (29 U.S.C.
206(a)(1)).
- (c) The minimum wage rate in effect for such employee in the
applicable State or locality, whichever is greater, in which
the employee is employed.

Subject to ~~BA~~.1.a.(5)(b) above, with respect to any paid
sick time provided for any use described in ~~BA~~.2.a.(4), (5),
or (6) below, the employee’s required compensation shall
be two-thirds of the amount described in ~~BA~~.1.a.(6) above.

- (7) “Varying Schedule Hours Calculation” means in the case of a part-
time employee described in ~~BA~~.3.b.(2) below whose schedule
varies from week to week to such an extent that an employer is
unable to determine with certainty the number of hours the
employee would have worked if such employee had not taken paid
sick time under B.2.a. below, the employer shall use the following
in place of such number:

- (a) Subject to clause ~~BA~~.1.a.(7)(b) below, a number equal to
the average number of hours that the employee was
scheduled per day over the six-month period ending on the
date on which the employee takes the paid sick time,

Federal Families First ~~Response~~ Coronavirus (COVID-19) Response Act including hours for which the employee took leave of any type.

- (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

2. Paid Sick Leave Requirement

- a. ~~As~~ Within the parameters set forth herein, an employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in ~~BA~~.2.a.(1) above or has been advised as described in ~~BA~~.2.a.(2) above.
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under ~~BA~~.3.b. below.

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

~~4. Employer's Termination of Paid Sick Time~~

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

45. Prohibition

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

65. Use of Paid Sick Time

- a. The paid sick time under ~~BA.2.a.~~ above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
 - (1) An employee may first use the paid sick time under ~~BA.2.a.~~ above for the purposes described in the EPSLA.

- Federal Families First ~~Response~~ Coronavirus (COVID-19) Response Act
- (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under BA.2.a. above.

76. Notice

a. —Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily —

— posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.

b. — ~~Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.~~

87. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
- (1) Takes leave in accordance with the EPSLA; and
 - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

9. — Enforcement

a. — ~~Unpaid Sick Leave — An employer who violates B.2. through B.6. of this Policy shall:~~

(1) — ~~Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and~~

(2) — ~~Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.~~

b. Unlawful Termination - An employer who willfully violates BA.7 above shall be

(1) — ~~Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and~~

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~~(2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.~~

~~4098.~~ Rules of Construction

a. Nothing in the EPSLA shall be construed:

(1) To in any way diminish the rights or benefits that an employee is entitled to under any:

(a) Other Federal, State, or local law;

(b) Collective bargaining agreement; or

(c) Existing employer policy; or

(2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.

~~11.~~ Guidelines

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

~~42109.~~ Reasonable Notice

a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.

b. The request for such leave shall be submitted to the Superintendent, who may request documentation from the employee in support of the emergency paid sick leave.

c. The documentation shall include a signed statement containing the following information:

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- i. the employee's name;
 - ii. the date(s) for which leave is requested;
 - iii. the -COVID-19 qualifying reason for leave; and
 - iv. a statement representing that the employee is unable to work or telework because of the -COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information:
 - i. the name of the child being care for;
 - ii. the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and

iii. a statement representing that

no other suitable person is available to care for the child during the period of requested leave.

~~13. — Regulatory Authorities~~

~~a. — The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:~~

~~(1) — To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and~~

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

B. — Emergency Family and Medical Leave Expansion Act (EFMLEA)

1. — Definitions - For the purposes of the EFMLEA:

a. “Eligible employee” means an employee who has been employed for at least thirty (30) calendar days by the employer with respect to whom leave is requested.

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- b. “Employer” means any private entity or individual who employs fewer than five hundred employees and a public agency or any other entity that is not a private entity or individual that employs one or more employees.
- c. “Qualifying need related to a public health emergency” means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. “Public Health Emergency” means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- e. “Child care provider” means a provider who receives compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law as described in section 9858c(c)(2)(E) of Title 42; and satisfies the State and local requirements, including those referred to in section 9858c(c)(2)(F) of Title 42. The eligible child care provider need not be compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee’s child.
- f. “School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).
- g. “Place of Care” means a physical location in which care is provided for the employee’s child while the employee works for the employer. The physical location does not have to be solely dedicated to such care.

2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)). to ensure consistencyThe EFMLEA requires employers to provide employees with twelve (12) weeks of leave, ten (10) days of unpaid leave and ten (10) weeks of partially paid leave, if the employee cannot work (or

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All leave taken under the EFMLEA is considered FMLA leave for the purposes of calculating an employee's twelve (12) workweeks of FMLA leave for the relevant twelve-month period.

For example, if the School District's twelve-month period begins on January 1, and an employee took five (5) weeks of FMLA leave in January and February, 2020, the employee would only be eligible for seven (7) weeks of EFMLEA leave.

An employee can take a maximum of twelve (12) workweeks of EFMLEA leave during the period in which the leave may be taken (April 1, 2020 to December 31, 2020) even if that period spans two (2) FMLA leave twelve-month periods.

For example, if the School District's twelve-month period begins on July 1, and an employee took seven (7) weeks of EFMLEA leave in May and June, 2020, the employee could only take up to five (5) additional weeks of Expanded Family and Medical Leave between the EPSLA and Division C and Division G of the FFCRA July 1 and December 31, 2020, even though the first seven (7) weeks of Expanded Family and Medical Leave fell in the prior twelve-month period. The employee would still have seven (7) weeks of unpaid FMLA leave in the second twelve-month period.

a. Leave for Initial Ten Days

- (1) The first ten (10) days of this FMLA leave for an eligible employee shall be paid or unpaid, at the election of the employee.
- (2) If the first ten (10) days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).
- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency under the EFMLEA. However, an employee receiving sick leave under the provisions of N.J.S.A. 18A:30-1 may use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical

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authorities on account of contagious disease or of being
quarantined for such a disease in his or her immediate household.

b. Paid Leave for Ten Subsequent Weeks

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

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hiring of the average number of hours per day that the employee
would normally be scheduled to work.

c. Employee Notice and Documentation to Employer

- (1) In any case where the necessity for leave under the EFMLEA for
the purpose of a qualifying need related to a public health
emergency is foreseeable, an employee shall provide the
employer with such notice of leave as is practicable.
- (a) A request for such leave that is foreseeable shall be
submitted to the Superintendent prior to commencing the
leave.
- (b) A need for such leave that is not foreseeable shall be
submitted to the Superintendent within three (3) business
days of the first day of the leave being taken by the
employee.
- (c) The employee shall also provide to the Superintendent the
following:
- i. the name of the employee's child;
 - ii. the name of the school, place of care, or
child care provider that has closed or
become unavailable; and
 - iii. a statement that no other suitable person is
available to care for the child.

d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position
held by the employee when the leave commenced pursuant to 29
CFR 825.214.

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

Date Adopted:
First Reading: 8-4-20;

RELIGION IN THE SCHOOLS

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

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

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

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching a subject or lesson about religion; student dress codes and policies; and/or religious excusals. As outlined in the USDOE Guidance, religious instruction is not permitted. Examples of lessons about religion that may be permissible in public school include the history of religion, comparative religion, the Bible (or other religious teachings) as literature, or the role of religion in the history of the United States and other countries.

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups. Similar to other student groups such as political student groups, the Equal Access Act permits religious student groups to allow only members of their religion to serve in leadership positions if these leadership positions are positions that affect the religious content of the speech at the group's meetings. The cost of providing equal access to school facilities may include the cost of paying a faculty monitor to insure that any student meeting held in the school facility is properly supervised and student safety is protected.

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

U.S. Const. Amend. 1

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

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

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

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

Westside Community Schools v. Mergens, 496 U.S. 226, 253 (1990)

Date Adopted:

First Reading: 8-4-20;

HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY

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

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

The NJSIAA Policy shall address:

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

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

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

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

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

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Heat Participation Policy for Student-Athlete Safety

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

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

[Option

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

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

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

Date Adopted:

First Reading: 8-4-20;



SUMMARY STATEMENT

P1648.02 – Remote Learning Options for Families (M) (New)

On July 24, 2020, the New Jersey Governor and Commissioner of Education published guidance titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” (Remote Learning Guidance), regarding full-time remote learning. The Remote Learning Guidance is in response to the COVID-19 pandemic and supplements the New Jersey Department of Education June 26, 2020 guidance document, “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This Remote Learning Guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout the NJDOE Guidance. This additional “anticipated minimum standard” (required component) provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

To ensure clarity and consistency in implementation of such full-time remote learning, the Remote Learning Guidance requires Boards of Education adopt policies that address, at a minimum:

1. Unconditional Eligibility for Full-Time Remote Learning;
2. Procedures for Submitting Full-Time Remote Learning Requests;
3. Scope and Expectations of Full-Time Remote Learning;
4. Procedures to Transition from Full-Time Remote Learning to In-Person Services;
5. Reporting; and
6. Procedures for Communicating District Policy with Families.

Policy Guide 1648.02 has been developed to address the provisions in the Remote Learning Guidance, including all six areas listed above. Policy Guide 1648.02 must be adopted by the Board.

The Remote Learning Guidance requires school districts to provide a process for a parent to request full-time remote learning which shall be included in a school district’s Restart and Recovery Plan (Plan) in addition to the required methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning. Therefore, in addition to the Board adopting Policy Guide 1648.02, Policy Guide 1648.02 must be added to the school district’s Plan submitted to the Executive County Superintendent. The last provision in Policy Guide 1648.02 indicates this Policy Guide will also be included in the school district’s Plan as “Appendix Q – Remote Learning Options for Families.” Policy Guide 1648.02/Appendix Q provides the process for a student to



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transition into and out of full-time remote learning as required in the Remote Learning Guidance. This process will supplement the school district's locally developed protocols for in-person and/or hybrid instruction and virtual/remote learning in the school district's Plan "Appendix N – Scheduling of Students." Policy Guide 1648.02 has several options a school district must select regarding the written request from a parent to address a student transitioning between full-time remote and in-person services.

This Summary, Policy Guide 1648.02, and a supplemental Appendix page for Appendix Q are available for download under the "Policy Alerts" tab – "Other Downloads" section on our website, www.straussesmay.com. This Policy Guide is mandated and must be adopted by the Board and also included under Appendix Q in the school district's Plan.

Policy Guide 1648.02 is **MANDATED**

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Remote Learning Options for Families

July 20

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[See POLICY ALERT No. 221]

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

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

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

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

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

- A. Unconditional Eligibility for Full-time Remote Learning
 - 1. All students are eligible for full-time remote learning.



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- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least _____ calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.

2. The student may only begin full-time remote learning

[Choose one or more of the following:

____ at the beginning of the school year.

____ at the beginning of a marking period.

____ at the beginning of a mid-year semester.

____ within _____ school days after receiving written approval of the Principal or designee.]

3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;



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- b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
 - (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.



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- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
- 6. The Principal's written approval of the request shall be provided to the parent within _____ calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning
 - 1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
 - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
 - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).



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- (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
 - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services
 1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least _____ calendar days before the student is eligible for in-person services.
 2. A student is only eligible to transition from full-time remote learning to in-person services commencing
[Choose one or more of the following:
____ at the beginning of the school year.
____ at the beginning of a marking period.
____ at the beginning of a mid-year semester.
____ within _____ school days after receiving written approval of the Principal or designee.]



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3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
 - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least

[Choose one or more of the following:

___ one marking period in remote learning before being eligible to transition into the school district's in-person program.

___ one semester (1/2 school year) in remote learning before being eligible to transition into the school district's in-person program.

___ ___ school days in remote learning before being eligible to transition into the school district's in-person program.]

- a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.



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- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department to Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:



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- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
- b. Procedures for submitting full-time remote learning requests in accordance with B. above;
- c. Scope and expectations of full-time remote learning in accordance with C. above;
- d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
- e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

G. Home or Out-of-School Instruction

- 1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

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

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

Adopted:



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Aug 20

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[See **POLICY ALERT No. 221**]

1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;



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2. The specific health and safety standards delineated in the NJDOE's "Checklist for Re-Opening of School 2020-2021," and detailed in the "The Road Back - Restart and Recovery Plan for Education" Guidance, that the school is unable to satisfy;
3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district's first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).



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All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



STUDENT ASSESSMENT

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

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

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

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

Statewide Assessment System

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

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course assessments; and the

alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

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

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

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

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

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

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

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

Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required

test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

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

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

The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.

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

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

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education within sixty days of receipt of information from the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a). The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on

Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

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

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board of Education on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

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

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

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

Date Adopted: 3-20-89

Date(s) Revised: 11-11-93; 3-27-96; 2-28-00; 10-27-04; 8-29-12; 2-2-15; 4-29-15; 7-21-16;
4-26-17;

First Reading: 8-4-20;

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

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

Eligibility to Attend School

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

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

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

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into

active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

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

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

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

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

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

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

Proof of Eligibility

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

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

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

Registration Forms and Procedures for Initial Assessment

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

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

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

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

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

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

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

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the

school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

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

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

Appeal to the Commissioner

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

Assessment and Calculation of Tuition

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

in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

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

Nonresident Students

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

Optional

[Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled _____ (~~with or without~~) payment of tuition for a period of time not greater than _____ twenty weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within _____ twenty weeks after admission to school, tuition will be charged for attendance commencing the beginning of the _____ twenty-first week and until such time as the student becomes a resident or withdraws from school. If the Board obtains information indicating the absence of a good faith intent and/or ability to close on a contract for a residence within the school district, tuition will bemaay be charged from the date of the student's enrollment.

Students whose parent or guardian have moved away from the school district on or after _____ (~~date~~) January 1 and twelfth grade students whose parent or guardian have moved away from the school district on or after _____ (~~date~~) September 1 will be permitted to finish the school year in this school district _____ (~~with or without~~) payment of tuition.}}

Optional

[Children of District Employees

Eligibility of Resident/Nonresident Students

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district _____ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

Optional

[Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district _____ (with or without) payment of tuition and Board approval.]

F-1 Visa Students

[Option – Select One Option

____ F-1 Visa students will not be admitted to this school district.

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

J-1 Visa Students

[Option – Select One Option

____ J-1 Visa students will not be admitted to this school district.

X The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

Eligibility of Resident/Nonresident Students

N.J.S.A. 18A:38-1 et seq.; 18A:38-1.3; 18A:38-3; 18A:38-3.1

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

8 CFR 214.3

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11-22-05; 6-23-10; 4-27-16; 5-25-16;

First Reading: 8-4-20;

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

A. Definitions

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

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

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
 - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
 - (1) When a student’s parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student’s domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.
 - (2) When a student’s physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not

living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.

- (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon

expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.

- d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.
- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
 - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
 - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be

responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

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

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.
 - a. A student is not eligible to attend this school district pursuant to this provision unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
 - b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
 - c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school

attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.

- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
 - e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
- a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
- a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
 - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by

the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:

- (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.

- (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
 - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County

Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
 - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
 - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.
2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a

visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

[Option – Select One Option]

☐ F-1 Visa students will not be admitted to this school district.

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

4. J-1 Visa Students

[Option – Select One Option]

☐ J-1 Visa students will not be admitted to this school district.

☒ The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

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

F. Proof of Eligibility

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:

- a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
 5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
 6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.
- G. Registration Forms and Procedures for Initial Assessment
1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and

- e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
- a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
 - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
 - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
 - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
- a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if

the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.

- (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

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

H. Notice of Ineligibility

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
 - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
 - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
 - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;

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

I. Removal of Currently Enrolled Students

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

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

J. Appeal to the Commissioner

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

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.

- a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
 - b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the

Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Date Adopted: 5-6-80

Date(s) Revised: 9-25-86; 12-21-94; 10-28-98; 11-24-03; 3-24-03; 10-27-04;
4-20-05; 11-22-05; 6-23-10; 4-27-16;

First Reading: 8-4-20;

ATTENDANCE

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

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

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

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

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

~~{For districts with secondary school(s)}~~

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.}

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

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student’s participation in co-curricular activities

and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

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

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

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

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

Date Adopted: 5-6-80

Date(s) Revised: 8-17-87; 3-20-80; 9-8-93; 2-28-03; 8-28-07; 4-29-15;

First Reading: 8-4-20;

ATTENDANCE

A. Definitions

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

B. Attendance Recording

1. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)
 - a. The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.
 - b. The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
 - c. Student attendance shall be recorded in the school register during school hours on each day school is in session.

- d. School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.
 - e. A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)
- a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
 - b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
 - c. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
 - d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
 - e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

- f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
- g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

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

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

[Select one or more options below]

☒ The student's illness

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

☒ supported by notification to the school by the student's parent;

☒ The student's required attendance in court;

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

X The student's suspension from school;

 X Family illness or death

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

 X supported by notification to the school by the student's parent;

 X Visits to post-secondary educational institutions;

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

 X Examination for a driver's license;

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

 X Take Our Children to Work Day;

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

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

_____.

4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.

[Optional]

5. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]

D. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.
5. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than four (4) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) school days duration. The parent or student must request such home assignments.

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

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

{Optional

2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from _____ (number, fraction, or percentage) ~~thirty (30%) percent~~ or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.]

{Options

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

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

 X A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit,

provided the student has not been absent from the class more than
sixteen (16) times.]

~~{Optional~~

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent sixteen (16) ~~(number, fraction, or percentage)~~ or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.]

~~{Option~~

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

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

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

- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
- a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

J. Recording Attendance

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

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and

reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

- b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
- c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

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

Date Adopted: 9-8-93

Date(s) Revised: 8-8-01; 7-22-08; 4-29-15; 8-31-16;

First Reading: 8-4-20;

IMMUNIZATION

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

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

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

Optional

[The Board will provide, at school district expense, the necessary equipment, materials and services for immunizing students against all required immunizations if the student's parents or guardian can provide verification that the student does not have health insurance through a government program or is covered through a parent or guardian's insurance at the time the immunization is required.]

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

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

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

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

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

Date Adopted: 5-6-80

Date(s) Revised: 5-15-01; 2-25-09;

First Reading: 8-4-20;

IMMUNIZATION

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

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

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

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

6. The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.
7. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee in accordance with the provisions of N.J.A.C. 8:57-4.5.

C. Medical Exemptions (N.J.A.C. 8:57-4.3)

1. A child shall not be required to have any specific immunization(s) which are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
3. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the child's immunization record and shall be reviewed annually. When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.
4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.
5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.
 - a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

- b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

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

E. Accepted as Evidence of Immunization (N.J.A.C. 8:57-4.6)

1. The following documents shall be accepted as evidence of a child's immunization history provided that the type of immunization and the date when each immunization was administered is listed.
 - a. An official school record from any school or preschool indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.;

- b. A record from any public health department indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.;
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.; or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements of N.J.A.C. 8:57-4.1 et seq.
- 2. All immunization records submitted by a parent in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of N.J.A.C. 8:57-4.1 et seq. and this Regulation.
 - 3. Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.
 - 4. Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.
- F. Records Required (N.J.A.C. 8:57-4.7)
- 1. The school district shall maintain an official State of New Jersey School Immunization Record for every student. This record shall include the date of each individual immunization and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.
 - 2. If a child withdraws, is promoted, or transfers to another school district, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school district by the original school district or shall be given to the parent upon request, within twenty-four hours of such a request.
 - 3. Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.
 - 4. When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.

5. Each child's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.
6. Any computer-generated document or list developed by the school district to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.

G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)

1. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).
2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

1. The Principal or designee of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made available for inspection by authorized representatives of the New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located.

I. Immunization Requirements

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

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday. 1 dose of live Rubella-containing vaccine on or after 1st birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS)(1): 2 doses (AGE 12-59 MONTHS)(2): 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. (1) Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. (2) Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.

HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses (1)	(1) If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS)(1): 2 doses (AGE 12-59 MONTHS)(2): 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. (1) Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. (2) Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 (or comparable age level Special Ed program with an unassigned grade): 1 dose (1) (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose (2)	(1) For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. (2) Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

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

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

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

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First Reading: 8-4-20;



Guidelines for the Emergency Administration of an Opioid Antidote in Schools

Brief Introduction to Opioids and Opioid Antidotes

The National Institute on Drug Abuse defines opioids as a class of drugs that includes the illegal drug heroin, synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone (OxyContin®), hydrocodone (Vicodin®), codeine, morphine, and many others. Opioids in any form interact with opioid receptors on nerve cells in the body and brain.

The signs and symptoms of an opioid overdose may include, but are not limited to: small, constricted pupils; falling asleep or loss of consciousness; slow, shallow breathing; choking or gurgling sounds; limp body; and pale, blue, or cold skin (CDC). An opioid overdose can be reversed when an opioid antidote is administered as soon as possible. Naloxone is one of the commonly used opioid antidotes that has a long history of safe and effective use, dating back to 1971 (Wermeling, 2015). It is regarded by the U.S. Food and Drug Administration as safe for all ages, even pediatric patients (FDA, 2015; FDA, 2016). Auto-injectors and nasal spray versions of naloxone have come on the market more recently and can be administered by individuals outside of a health care setting.

If there is uncertainty regarding whether an individual is actually having an overdose, the CDC recommends treating it as such, as there are no known negative side effects from receiving naloxone, even for individuals not experiencing an opioid overdose (SAMHSA, 2013).

Application within New Jersey

New Jersey's "Overdose Prevention Act" encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. With the passing of *P.L. 2018, c. 106*, each board of education, board of trustees of a charter school, and chief school administrator of a nonpublic school, serving any of the grades nine through 12, is now required to develop and adopt policies and procedures to maintain and administer an opioid antidote to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities.

This guidance was prepared by the New Jersey Department of Education (NJDOE), in consultation with the Department of Human Services, after the convening of a working group, which included various stakeholder organizations. This guidance aims to provide clarification and to assist districts, charter schools, and nonpublic schools (referred to throughout this guidance as "districts and schools") in the development of their school policies for the emergency administration of opioid antidotes.

1. Definitions

As used in accordance with *N.J.S.A. 18A:40-12.23* through 28:

- "Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. "Opioid antidote" includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
- "Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
- "School-sponsored function" means any activity, event, or program (i.e., athletic events, plays, after-school clubs), occurring on or off school grounds*, whether during or outside of regular school hours, that is organized or supported by the school.

*Please note that the requirements of this law **only** apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building. Developing a policy regarding the administration of opioid antidotes for school-sponsored functions that occur off school grounds is **not required** and is at the discretion of each board of education, board of trustees of a charter school, or chief school administrator of a nonpublic school.

2. Standing Order of School Physician for Opioid Antidote

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

- (1) That the CSN(s) are authorized to directly administer the opioid antidote to overdose victims in the event of an emergency, and
- (2) That the school district, school, or CSN(s) may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

Points of Consideration

Districts and schools may enter into shared service agreements if the arrangements will result in cost savings.

Districts and schools may also want to include language in the policy that standing orders must be renewed annually before the start of the school year, in accordance with *N.J.A.C. 6A:16- 2.3(a)(4)(vi)*.

3. Location and Maintenance of Opioid Antidote

Pursuant to *N.J.S.A. 18A:40-12.24*, opioid antidotes must be stored in secure but unlocked and easily accessible location(s) and be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. A board of education, board of trustees of a charter school, or chief school administrator of a nonpublic school may, in its discretion, make opioid antidotes accessible during school-sponsored functions that take place off school grounds.

The school must maintain opioid antidotes in quantities and types deemed adequate by the board of education, board of trustees of a charter school, or chief school administrator of a nonpublic school.

Points of Consideration

The school should consider including in its plan a means to:

- monitor the on-site inventory;
- ensure the replacement of the opioid antidote supply following use or expiration of opioid antidote; and
- dispose of administered opioid antidote and expired opioid antidote applicators.

In determining the quantity and type of naloxone, districts and schools should consider the proximity of the school to EMS Services, the size of the school and the number of total students served, and the prevalence of opioid abuse within the schools' surrounding area.

If not already in a district or school's emergency response protocol, districts and schools may want to consider including the use of gloves as part of their administration procedures to protect those administering the antidote from potential effects of any drug remnants on the overdose victim.

4. Individuals Responsible for the Administration of Opioid Antidotes

Pursuant to *N.J.S.A. 18A:40-12.24(c)(1)*, the CSN shall have the primary responsibility for the emergency administration of an opioid antidote. Additionally, districts and schools must designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the CSN is not physically present at the scene. Designees are only authorized to administer an opioid antidote after completing training pursuant to *N.J.S.A. 18A:40-12.25(b)*, subject to all other requirements of the law.

Points of Consideration

The Overdose Prevention Act requires designees to receive training on how to perform rescue breathing and resuscitation in addition to training on the administration of an opioid antidote. It is recommended that districts and schools make this requirement clear to individuals being designated to administer opioid antidotes, prior to completing training requirements. As Janet's Law (*P.L. 2012, c. 51*) requires each school to have a list of no less than five school employees who are CPR certified

and trained in the use of an automated external defibrillator (AED), this may prove helpful in designee selection.

Districts and schools may consider collecting and maintaining written evidence of satisfactory completion of the training program before such permission is granted. It may prove beneficial for districts and schools to notify approved designees in writing of their selection as a designee for administration of an opioid antidote and for copies of the written notification to be kept on file in a location of the district or school's choosing (e.g. central office, the school nurse's office, or in each school's main office). The identity of approved designees may be disseminated to all staff.

5. Training Requirements

Pursuant to *N.J.S.A. 18A:40-12.25(b)* and *N.J.S.A. 24:6J-5*, each CSN and each employee designated to administer an opioid antidote in the CSN's absence must receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.

The overdose prevention information required to be provided to the CSN and designees must include, but is not limited to:

- information on opioid overdose prevention and recognition;
- instructions on how to perform rescue breathing and resuscitation;
- information on opioid antidote dosage and instructions on opioid antidote administration;
- information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and
- instructions for appropriate care of an overdose victim after administration of the opioid antidote.

Points of Consideration

The Division of Mental Health and Addiction Services within the Department of Human Services provides training videos and live trainings for those who will be providing emergency assistance to individuals experiencing an opioid overdose. Districts and schools should consider which method of training they would like to employ (live vs. video), how completion of trainings will be documented, and how to ensure sustainability of staff training to meet the needs and demands of their particular school(s).

In addition to trainings offered by the Department of Human Services, please see the list of accompanying resources for opioid antidote administration training at the end of this guidance document.

It is important to note that, in accordance with *N.J.S.A. 18A:40-12.25(b)*, a school nurse should not be solely responsible to train any designated employees.

6. Procedures for Emergency Opioid Overdose and Administration of Antidote

Districts and schools should implement a procedure to ensure that all school building staff are familiar with the protocol that must be followed in cases of possible opioid overdose during school hours and during an on-site school sponsored activity. Districts and schools should consider including the following steps in their board of education sponsored procedure.

(1) 9-1-1 should be called immediately to ensure that emergency medical services personnel are dispatched to respond to a suspected drug overdose.

(2) As the CSN holds primary responsibility for administration, the CSN should also be called immediately during school hours and if available at an on-site school-sponsored activity. If the CSN is not in the building or not readily available on-site, another staff member who has been designated to administer the opioid antidote and has received the required training and overdose prevention information should be called.

(3) The CSN or designee should determine whether any other responses are needed (CPR/Rescue Breaths/AED).

(4) In accordance with *N.J.S.A. 24:6J-4(f)*, the CSN or designee may administer the opioid antidote to a student, school personnel, or other person in an emergency if he or she believes, in good faith, that a person is experiencing an opioid overdose.

(5) The CSN and/or other school staff members should monitor the person who has received the opioid antidote until emergency medical responders arrive on the scene.

(6) Pursuant to *N.J.S.A. 18A:40-12.24(d)*, any individual who receives an opioid antidote shall be transported to a hospital emergency room by emergency services personnel, even if the person's symptoms appear to have resolved. If the overdose victim is a student, please follow your district or school's specific procedures for emergency room services pursuant to *N.J.A.C. 6A:16-4.1(c)(5)*.

(7) As soon as possible, school staff should notify the appropriate person(s) that a student or school staff member has experienced a possible opioid overdose. If the victim is a student, the parent or legal guardian should be notified; if the victim is a school staff member, the listed emergency contact should be notified.

(8) The Chief School Administrator, Charter School Project Lead, Renaissance School Project Leads, or Nonpublic School Director should be notified of an opioid overdose and whenever an opioid antidote is administered by a CSN, designee, or emergency medical responder.

Nothing in a district or school's policy shall prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with *N.J.S.A. 24:6J-1 et seq.*

Points of Consideration

When providing instructions for appropriate care of an overdose victim after administration of an opioid antidote, districts and schools may want to include information to ensure designees are aware that overdose victims may present with agitation or combativeness due to experiencing severe withdrawal symptoms from administration of the opioid antidote and may need help to remain calm (SAHMSA, 2013).

Additionally, procedures may vary slightly for those districts or schools who choose to make opioid antidotes accessible during school-sponsored functions that take place off school grounds.

7. Post-Administration Procedures and Existing Policy Considerations

Any student or school staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of applicable statutes and administrative codes, including, without limitation, N.J.A.C. 6A:16-3, Comprehensive Alcohol, Tobacco, and Other Drug Abuse Programs, N.J.A.C. 6A:16-4, Procedures for Alcohol and Other Drug Abuse Intervention and any other Board policies and regulations regarding substance use, possession, and supports (i.e., continuity of care).

Examples of continuity of care may include the designated school staff (i.e., school counselor, student assistance coordinator (SAC), case worker/manager, social worker):

- Communicating with the treatment program to ensure an appropriate and adequate educational program is in place (e.g. work/assessments from each of their classes) if a student is referred to and attends a treatment facility.
- Contacting the treatment facility prior to the student's discharge to gain insight on some of the supports being provided and how school staff could continue providing those or similar supports to the student.
- Meeting with relevant stakeholders before the student returns back to school to devise a transition plan. Relevant stakeholders may include teachers, certified school nurse, school SAC, administrators, coaches, I&RS Team, etc.
- Leading a re-entry meeting for the student and his or her parent(s)/guardian(s) to discuss supports put in place for the student in transitioning back to school upon discharge from the treatment facility and re-entry to school. This meeting can also be used to review rules/policies, brainstorm strategies with students regarding how they can avoid triggers or reach out for help, and establish a regular check-in with the student.
- Helping to connect the student (and/or student's family) with community resources or relevant support programs as needed.

When developing their policies, districts and schools should consider other existing requirements or policies related to the possession/use of illegal substances. Specifically, districts and schools are encouraged to review the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, the School Safety & Security Manual, and the reporting requirements in the Student Safety Data System.

8. Limitation of Liability

Pursuant to *N.J.S.A. 24:6J-4*, the school district, medical inspector, certified school nurse, and other approved designee shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote. Any person or entity authorized under *P.L. 2018, c. 106* to administer an opioid antidote, may administer to an overdose victim with full immunity:

- (1) A single dose of any type of FDA-approved opioid antidote for use in the treatment of opioid overdoses and
- (2) Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.

Nothing in a district or school's policy shall prohibit the administration of an opioid antidote to a student, school personnel, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or by a person authorized to administer an opioid antidote in accordance with *N.J.S.A. 24:6J-1 et seq.* Furthermore, in the event that a licensed athletic trainer volunteers to administer an opioid antidote, it shall not constitute a violation of the "Athletic Training Licensure Act," *P.L. 1984, c. 203 (C.45:9-37.35 et seq.)*.

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

For further resources, please visit the NJDOE [Alcohol, Tobacco, or Other Drug Abuse](#) website.

For additional information or if you have any questions regarding this guidance, please contact the Office of Student Support Services at schoolhealth@doe.nj.gov.

Resources for Schools:

Obtaining Opioid Antidote:

- Pharmaceutical Companies (i.e., [Adapt Pharma, Kaléo](#))
- Local Pharmacies (i.e., CVS, Walgreens)
- Local Municipal Alliance

Training on Administering Opioid Antidote:

- Information on [upcoming trainings](#) is available at the Division of Mental Health and Addiction Services website.
- There are three regional opioid overdose prevention programs as well as various treatment programs and other community organizations throughout the state that provide naloxone kits as well as training in the administration of naloxone and education on recognizing and responding to an opioid overdose. Funding for these free trainings and availability of free naloxone is not always guaranteed; therefore, please contact the program or site directly to ensure the service is currently being offered:

Atlantic Health System / Atlantic Training Center

Serving all of northern NJ with locations in Morris, Union, Sussex and Warren counties.

120 Dorsa Avenue, Livingston, NJ 07039

Phone: (908) 522-2867

Email: AtlanticTrainingCenter@atlantichhealth.org

Website: <https://tinyurl.com/j7v9aay>

Camden Area Health Education Center

514 Cooper Street, Camden, New Jersey 08102

Contact: Michele Aziz

Phone: (856) 963-2432 Ext. 216

Email: aziz_m@camden-ahec.org

Crossroad Access and Prevention (NJCRI)

393 Central Avenue, Newark, NJ 08102

Contact: Denise Brown

Phone: 973-483-3444 ext. 204

Email: D.BROWN@NJCRI.ORG

Website: <https://www.njcric.org>

JSAS Healthcare (serving the central region of New Jersey)

685 Neptune Blvd., Neptune Township, New Jersey 07753

Contact: Diane Villari

Phone: (732) 988-8877

Email: dvillari@jsashealthcare.org

Website: <http://jsashealthcare.org/overdose-prevention/#>

Morris County Prevention is Key, Inc. (serving the northern region of New Jersey)

25 West Main Street, Rockaway, New Jersey 07866

Contact: Kelly LaBar

Phone: (973) 625-1998, ext. 27

Email: klabar@mcpik.org

Website: <https://morris.caresnj.org/narcan-trainings/>

Oasis Naloxone Distribution Overdose Prevention Program

32 South Tennessee Avenue, Atlantic City, New Jersey 08401

Contact: Babette Richter

Phone: (609) 572-1929

Email: babette@sj aids.org

Rutgers-Robert Wood Johnson Medical School (off-site regional trainings available)

317 George St., Suite 105 New Brunswick, NJ 08901

Contact: Trish Dooley Budsock

Phone: (732) 235-3361

Email: dooleyipc@rwjms.rutgers.edu

The Overdose Prevention Agency Corporation (TOPAC)

1540 Kuser Road, A-2, Hamilton, New Jersey 08619

Phone: (609) 581-0600

Email: TOPAC@overdosepreventionagency.org

Website: <https://overdosepreventionagency.org/topac-training-schedule/>

Urban Treatment Associates, Inc. (serving the southern region of New Jersey)

808 Market Street, Camden, New Jersey 08102

Phone: (856) 225-0505

Email: uta.narcan@verizon.net

**Please be advised that this provided list is for informational purposes only and does not constitute endorsement, recommendation or favoring by the Department of Education, or its officers, employees or agents. Please note that the New Jersey Department of Education has not validated the materials related to these resources.*

Frequently Asked Questions (FAQ)

1. Q: How much naloxone should our school maintain?

A: The quantity of naloxone should be determined in consultation with a school's board of education, board of trustees of a charter school, or chief school administrator of a nonpublic school and is up to the needs of the particular districts and schools. Consulting with local health or human services departments may prove useful as they can provide statistics specific to your school's locale. When determining the amount of naloxone, keep in mind that most kits will come with two auto-injectors or nasal applicators. Other points of consideration should be the proximity of your school to EMS Services, the size of your school and the number of total students served, and the prevalence of opioid abuse within the schools' surrounding area. Districts and schools should be aware that repeat doses may be necessary (NIDA, 2018).

2. Q: In how many locations throughout the school should the naloxone be placed?

A: See answer for FAQ #1. Additionally, the particular school protocol should be considered (i.e., who is charged with bringing the opioid antidote to the overdose victim).

3. Q: What do I do if the overdose victim is a school employee, outside community member, or student over the age of 18 and s/he is refusing transport to the hospital after being administered an opioid antidote?

A: Share with the individual that when they agree to transport to the hospital, there is a better chance to receive in-patient treatment and gain access to community-based recovery support services.

4. Q: What if the certified school nurse (CSN) is already handling another emergency situation, such as a severe allergic reaction?

A: If the CSN is not in the building or not readily available on-site, another staff member who has been designated to administer the opioid antidote and has received the required training and overdose prevention information should be notified to respond. As communication procedures should be set up within each district or school's existing emergency response policy, responses may vary from district to district.

5. Q: If a classroom teacher is one of the volunteer designees trained to respond to an opioid overdose, and is called upon to administer an opioid antidote to an overdose victim during an instructional period, can the teacher leave the classroom or will s/he be held liable if something were to happen to a student in his/her absence?

A: Please refer to your district or school's emergency response policy.

6. Q: Where does naloxone have to be stored?

A: Naloxone must be stored in a secure but unlocked and easily accessible location.

7. Q: We are a small nonpublic school who does not have a school physician. How might we obtain a standing order for the opioid antidote?

A: Please work with the public district board of education in your town or municipality. You may also wish to contact [The Educational Services Commission of New Jersey](#) and the [NJ Joint Council of County Special Services School Districts](#), which are two organizations that offer assistance with shared agreements to designated counties or school district populations.

8. **Q: Does either the CSN or a trained designee need to be available at all times? (i.e., if the CSN leaves at 4 p.m. must one of the designees be available?)**

A: All districts and schools serving grades 9-12 are required to have opioid antidotes accessible during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

9. **Q: What considerations, if any, should guide schools when selecting designees to assist in the CSN's absence?**

A: *P.L. 2012, c. 51*, also known as Janet's Law, requires each school to have a list of no less than five school employees, team coaches, or licensed athletic trainers who are CPR certified and trained in the use of an automated external defibrillator (AED). As the list is required to be updated regularly, this may be a good starting point for some schools to identify possible designees.

10. **Q: If I have a student who is treated for an overdose, would I then need to follow N.J.A.C. 6A:16-3 Comprehensive Alcohol, Tobacco, and Other Drug Abuse Programs and N.J.A.C. 6A:16-4, Procedures for Alcohol and Other Drug Abuse Intervention?**

A: Yes, please refer to *N.J.A.C. 6A:16-3* and *16-4* for information regarding confidentiality, referral procedures, continuity of care, etc.

11. **Q: What is the difference between someone who is experiencing opioid withdrawal versus someone who is actually experiencing an opioid overdose?**

A: Please see table below.

Table 1: Some signs and symptoms of opioid withdrawal and overdose

Signs and symptoms of opioid withdrawal	Signs and symptoms of opioid overdose
Body aches	Pale and clammy face
Diarrhea	Limp body
Fever	Very little or no breathing
Runny nose	Very slow or no heartbeat
Sweating	Vomiting or gurgling noise
Restlessness or irritability	Fingernails or lips turning blue/purple

Adapted from: SAMHSA – Opioid Overdose Toolkit, 2016.

12. **Q: Our district found a local training opportunity but it does not include CPR training. Can we still use it?**

A: Individuals trained to administer an opioid antidote must be provided instructions on how to perform rescue breathing and resuscitation in accordance with *N.J.S.A. 24:6J-5(a)(1)*. If the opioid antidote administration training program your district would like to utilize does not include CPR training, the training may still be used as long as individuals receive separate instruction on CPR in fulfillment of the requirement.

References

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ADMINISTERING AN OPIOID ANTIDOTE

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

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

[Option - Extend Provisions of N.J.S.A. 18A:40-12.23 et seq. to Schools with Other Grades

and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades Preschool through eight (8).

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

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

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

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

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever

Administering an Opioid Antidote

the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall

be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

The school physician's standing order shall specify, at a minimum, the following:

(1) That the certified school nurse(s) are authorized to directly administer the opioid antidote to overdose victims in the event of an emergency, and

(2) That the school district, school, or certified school nurse(s) may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

The school physician's standing order shall be renewed annually before the start of the school year pursuant to N.J.A.C. 6:16-2.3(a)(4)(vi).

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

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

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

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

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

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

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

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;
18A:40-12.26; 18A:40-12.27
N.J.S.A. 24:6J-1 et seq.

Date Adopted: 9-27-17
Date(s) Revised: 11-26-19;
First Reading: 8-4-20;

ADMINISTERING AN OPIOID ANTIDOTE

A. Definitions

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

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

1. In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician’s standing order must specify, at a minimum, the following:
 - a. The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and
 - b. The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

2. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
 - a. Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).
3. The school nurse shall be responsible to:
 - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
 - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 - b. Document the administration of an opioid antidote on a student’s health record;
 - c. Monitor the on-site inventory and replacement of the opioid antidote supply;
 - d. Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and
 - e. Plan for the disposal of administered opioid antidote and expired opioid antidote applicators.
4. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

[Option – Option D.1.c. below must be included if this Option B.45. is selected

5. The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).]
- C. Authorization and Training for Administering an Opioid Antidote
1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.

2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.

[Optional]

- a. The district shall provide in writing to the school nurse and each employee designated by the Board written approval to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1). Each written approval shall be kept on file in the school nurse's office.
 - b. The district shall notify all school staff members of the identity of each employee approved and designated by the Board to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1).†
3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.

- a. Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.

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

- (1) Information on opioid overdose prevention and recognition;
 - (2) Instruction on how to perform rescue breathing and resuscitation;
 - (3) Information on opioid dosage and instruction on opioid antidote administration;
 - (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and
 - (5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.
- b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.

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

D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.
 - a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
 - b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the 9-1-1 for emergency medical responders to respond to a suspected drug overdose and the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.

[Option – Option B.5. above must be included if Option D.1.c. below is selected

- c. **School-Sponsored Functions Off School Grounds:** Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.]
2. The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).
3. The certified school nurse and/or other staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be

Administering an Opioid Antidote

experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.

4. An individual shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.
5. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.
6. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
7. Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

E. Use of Controlled Dangerous Substances

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

F. Limitation of Liability

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

Date(s) Revised:
First Reading: 8-4-20;

SUSPENSION

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

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

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

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

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

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

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral

services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

Optional

{The Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.}

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

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

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

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

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

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.S.A. 18A:54-20g [**vocational districts**]

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Date Adopted: 5-6-80

Date(s) Revised: 2-28-96; 1-24-07; 8-26-14; 8-29-17;

First Reading: 8-4-20;

SUSPENSION PROCEDURES

A. Short-Term Suspensions

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

- (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
 - (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
 2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
 3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.
- B. Long-Term Suspensions
1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his

or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;

- c. Immediate notification to the student's parent of the student's removal from school;
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
- e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.

- (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.

- (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
 - k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
- 2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- 3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:

- (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

[Option – Select option below or develop a local school district option]

 X a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
 - a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:

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

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

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

- a. The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.
 - b. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.
2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
 - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
 - b. N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;
 - c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or
 - d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Date Adopted: 1-24-07
Date(s) Revised: 8-26-14; 8-29-17;
First Reading: 8-4-20;

EXPULSION

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

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

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

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

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

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

services required to be established in each school pursuant to State Board of Education regulations.

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

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

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

[Charter Schools Only]

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

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

N.J.S.A. 18A:36A-9; 18A:37-2 et seq.
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Date Adopted: 8-17-87

Date(s) Revised: 2-28-00; 10-30-03; 10-27-04; 1-24-07; 8-26-14; 8-29-17;

First Reading: 8-4-20;

PERSONNEL RECORDS

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

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

Optional

{Only that information pertaining to the professional role of the employee and submitted by duly authorized school administrative personnel or the Board may be entered in an employee's personnel file.}

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

Optional

~~{The personnel files of this district will be reviewed annually and material no longer required will be destroyed.}~~

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

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

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

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

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

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

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

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

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

Date Adopted: 5-6-80

Date(s) Revised: 10-25-99;

First Reading: 8-4-20;

PERSONNEL RECORDS

A. Content of Record

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

- o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
 - 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.
- B. Custodian of Personnel Records
- 1. The Superintendent is custodian of all personnel records.
 - 2. Personnel records shall be maintained in the office of the Superintendent, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
- 1. Each employee shall be informed of the content of his/her personnel file.
 - 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
 - c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.
- D. Employee Access to Personnel Records

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

E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than twenty (20) working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.

2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

G. Public Access to Employee Records and Information

1. A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.

2. In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public_

agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:

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

Date Adopted:
Date(s) Revised:
First Reading: 8-4-20;