

Hamilton Township Board of Education

Agenda for Regular Meeting

May 23, 2017



(Memorial Day – May 29, 2017)

Visit our District Website to receive Agenda e-mails at:
<https://goo.gl/OuUCkv>

**HAMILTON TOWNSHIP SCHOOL DISTRICT
DISTRICT GOALS
2016-2017**

1. “Student Growth”

Using all Available district resources and data points, each child will demonstrate measureable growth for the 2016-2017 school year.

2. “Safety and Security”

- A. Continue to improve the safety and security of all students and staff.
- B. Implement a research based mental health initiative district-wide.

3. “Communication and Community”

- A. Establish effective models of communication between staff, parents/guardians, community and administration.
- B. Engage in a Strategic Planning initiative.

**Hamilton Township Public Schools
Mays Landing, New Jersey**

**Agenda for Regular Meeting
May 23, 2017**

Location: Davies School Library

Time: 5:30 p.m. (Executive Session) 7:00 p.m. (Regular Session)

Page

- I. Call to Order – Anne Marie Fala, Business Administrator**
- II. Roll Call**
- III. Executive Session**

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- HIB**
- HTEA Contract**

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately _____ minutes.

Motion _____ Second _____ Vote _____

- IV. Flag Salute**

V. Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City, the Atlantic County Record, The Current of Mays Landing and notices posted at the Township Clerk's Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

VI. Moment of silence for private reflection

VII. Appointments

A. Motion to approve the following appointments for the period from the July 1, 2017 through June 30, 2018:

<u>Position</u>	<u>Name</u>
1. Solicitor	Law Firm of Nehmad, Perillo & Davis, P.C.
2. Bond Counsel	McManimon & Scotland, L.L.C.
3. Affirmative Action Officer	Russell Clark
4. Emergency Management Team	Davies School Principal Shaner School Principal Hess School Principal

5. **Section 504 Compliance Officers** Marylynn Stecher
6. **ADA Compliance Officer** Dana Kozak
7. **Public Agency Compliance Officer** School Business Administrator
8. **Qualified Purchasing Agent** School Business Administrator
9. **Architect** Fraytak Veisz Hopkins and Duthie, P.C.
10. **Auditor** Ford, Scott & Associates, LLC
11. **Financial and Investment Advisors** Acacia Financial Group
12. **Labor Relations Consultant** Swartz Simon Edelstein & Celso, LLC
13. **Safety Coordinator** Supervisor of Facilities
14. **Executive Safety Committee** Supervisor of Facilities, Custodial Supervisor, Business Administrator
15. **Integrated Pest Management Coordinator** Supervisor of Facilities
16. **Broker of Record Health Insurances (Medical, Dental and Vision)** Brown & Brown Benefit Advisors
17. **AHERA Compliance** Supervisor of Facilities
18. **Title IX Coordinator** Frank Vogel or Designee
19. **Anti-Bullying Coordinator** Russell Clark
20. **Homeless Liaison** Colleen Bretones

- 21. Student Assistance Coordinator (SAC) Barbara Graf
- 22. Indoor Air Quality Coordinator Ian Nelson
- 23. Right To Know Coordinator Ian Nelson
- 24. Stability Liaison and Children in Court Advisory Contact (CICAC) Dana Kozak

Motion _____ Second _____ Vote _____

B. Official Publication

Motion to approve the following official newspapers for the insertion of legal advertisements and notices of the Hamilton Township Board of Education: the Press of Atlantic City, the Current and the Atlantic County Record and its affiliates.

Motion _____ Second _____ Vote _____

C. Official Depositories

Motion to designate the following banks as legal depositories for the Hamilton Township School District: Ocean First Bank, Sun Bank, Wells Fargo, Hudson United Bank, TD Bank, Bank of New York, Bank of America, PNC Bank, Beneficial Bank, New Jersey Cash Management Fund, MBIA, and NJARM.

Motion _____ Second _____ Vote _____

D. Tax Shelter Annuities

Motion to designate the following companies as legal Tax Shelter Annuity Companies serving the Hamilton Township School District: AXA Equitable, Lincoln Investment Planning, Siracusa Benefits Program, and ING.

Motion _____ Second _____ Vote _____

E. Signatories

Motion requested to approve the following signatories for the following accounts in Ocean First Bank for Hamilton Township School District:

<u>Account</u>	<u>Signatories</u>
General Account	President, Superintendent, Board Secretary, (3 of 3 signatures)
Payroll Account	Superintendent and Board Secretary (2 of 2 signatures)
Agency Account	Board Secretary and Superintendent (2 of 2 signatures)
Shaner Activity Account	Principal, Superintendent, Board Secretary and Supervisor of Instruction (2 of 3 signatures)
Davies Activity Account	Principal, 3 Vice Principals, Board Secretary (2 of 5 signatures)
Hess Activity Account	Principal, 2 Vice Principals, Board Secretary (2 of 4 signatures)
Lunch Program Account	Food Service Supervisor, Board Secretary, Superintendent (2 of 3 signatures)
Unemployment Account	Board Secretary, Superintendent and Board Designee (2 of 3 signatures)
Kids Corner Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Community Education Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Camp Blue Star Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Capital Reserve Account	Superintendent, Board Secretary (2 signatures)
Motion_____	Second_____Vote_____

F. Wire Transfers

Motion that the Business Administrator have approval to wire transfer between official depositories for investment purposes.

Motion_____Second_____Vote_____

G. Petty Cash Funds

Motion to establish Petty Cash Funds for the 2017-2018 school year as follows:

- a. Hess School - \$100.00**
- b. Shaner School - 100.00**
- c. Davies School - 100.00**
- d. Central Administration Office - \$150.00**
- e. Child Study Team -\$50.00**
- f. Food Services - \$250.00**

Motion_____Second_____Vote_____

H. Pupil Records

Motion to approve as authorized by Board of Education Policy 8330, Pupil Records, to certify school personnel to collect and maintain the following pupil records: personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.

Motion_____Second_____Vote_____

I. Adoption of Curriculum

Motion to adopt the attached curriculum for all three schools (attachment VII-I). 27

Motion_____Second_____Vote_____

J. Official Bargaining Units

Motion to approve the following bargaining units:

- a. Hamilton Township Education Association**
- b. Hamilton Township Administrator's Association**
- c. Hamilton Township Supervisors', Coordinators' and Director's Association**

Motion_____Second_____Vote_____

K. District Policies

Motion to approve all district Policies and Regulations in accordance with New Jersey Administrative Code (N.J.A.C.) and New Jersey Statutes Annotated (N.J.S.A.).

Motion_____Second_____Vote_____

L. District Procedures

Motion to approve all district Standard Operating Procedures.

Motion_____Second_____Vote_____

M. Use of Facilities

Motion to approve the Fee Schedule for use of Facilities (attachment VII-M) 28

N. Special Education Programs

Motion to approve to apply to the County Superintendent for the elimination an Autism class at the Shaner School.

Motion_____Second_____Vote_____

O. Motion to approve the District Organizational Chart (attachment VII-O) 32

P. Motion to approve the District Job Descriptions.

Q. Contracts for 2017-2018

Motion to approve as follows:

Pursuant to PL 2015, Chapter 47, the Hamilton Township Board of Education intends to renew, award or permit to expire all contracts previously awarded by the Board of Education in the 2017-2018 fiscal year ending June 30, 2018. Each of the contracts awarded are, have been and will continue to be in full compliance with all state and federal statutes and regulations, in particular, New Jersey Title 18A:18, et seq, NJAC Chapter 23 and Federal Uniform Administrative Requirements 2VFR, Part 200. A listing of all contracts is not attached as all Purchase Orders issued by the district are considered contracts thus all purchase orders issued during 2017-2018 fall under this certification.

VIII. Approval of Minutes

1. Motion to approve the regular and executive session minutes of the meeting of April 24, 2017 (attachment Minutes-1). 33
 Motion _____ Second _____ Vote _____
2. Motion to approve the regular session minutes of the Special meeting of April 27, 2017 (attachment Minutes-2). 49
 Motion _____ Second _____ Vote _____

IX. Correspondence

X. Receive comments from the public on tonight's agenda items in accordance with the Board's policy on participation at Board meeting

XI. Board Member Comments

XII. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- May 29, 2017 – Schools Closed – Memorial Day
- June 5, 2017 – Special Meeting of the Board of Education – 5:00 p.m.
- June 8, 2017 – Grade Eight Awards Night – Davies Cafeteria – 7:00-8:30 p.m.
- June 13, 2017 – Grade Eight Celebration Ceremony – Oakcrest High School – 4:00 p.m.
- June 15, 2017 – Last Day of School
- June 26, 2017 – Board of Education Meeting - 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

FYI	B. Registrations/Transfers for April, 2017 (attachment- XII-B)	50
FYI	C. Enrollment for the month of April, 2017 (attachment-XII-C)	51
FYI	D. Harassment, Intimidation and Bullying Incident Log (attachment-XII-D)	52
FYI	E. Student Discipline Reports for the month of April, 2017 (attachment-XII-E)	53
FYI	F. Superintendent's/Principal's List for the 3rd Marking Period (attachment XII-F)	70

Presentation:

Region Honors Ensemble Students
***Given by:* The Davies and Hess Music Departments**

Presentation:

New Jersey School Boards Association 8th Grade Dialogue
Student Recognition – Shelby Spica
***Given by:* Stephen Santilli, Davies School Principal and**
Hamilton Township Board of Education Members

Presentation:

In Recognition of Elizabeth Frank for her
Commitment in Helping Needy Students
***Given by:* Melanie Lamanteer, Hess School Principal**

Presentation:

In Recognition of the 2017 Hamilton Township
District Retirees

<u>Name</u>	<u>Years of Service</u>
Marie Potenski presenting for all Custodians	
Dan Cartright presenting for Shaner School	
<u>Shaner</u>	
Beth Connor	17
Lawrence Davidson	34
Christa Larson	29
Melanie Lamanteer presenting for Hess School	
<u>Hess</u>	
Barbara Bayconich	24
Nancy Echevarria	27
David Evangelist	25
Colleen McKeivith	10
Cathleen Palmeri	28
Gail Siegelman	28
Stephen Santilli presenting for Davies School	
<u>Davies</u>	
Dorothy Armitage - Davies	25
Tina Bannon - Davies	10
Donna Marie Berchtold	36
Laurann Cacippo	18
Priscilla Laubert	16
Shery Mirakian	31
Paula Perfetto-Pagano	28
Karen Santora	25
	18
Marylynn Stecher presenting	
<u>Board Office</u>	
Mary Ellen Tantum	28

Presentation:

In Recognition of the 2017 Teachers of the Year

**Dan Cartwright presenting for Shaner School
Melanie Lamanteer presenting for Hess School
Steve Santilli presenting for Davies School**

Elizabeth Steelman	Shaner School
Johanna Scannell	Hess School
Charlotte Hopkins	Davies School

Presentation:

**In Recognition of the 2017
Education Service Professional of the Year**

**Dan Cartwright presenting for Shaner School
Melanie Lamanteer presenting for Hess School**

Kelly Crowder	Shaner School
Tammy Welsey	Hess School

Presentation:

**In Recognition of the 2017
Paraprofessionals of the Year**

**Dan Cartwright presenting for Shaner School
Melanie Lamanteer presenting for Hess School
Steve Santilli presenting for Davies School**

Tara VanSeters	Shaner School
Amy Fagg	Hess School
Margi Siscone	Davies School

Presentation:

**School Bell Start and End Times
Given by: Stephen Santilli, Davies School Principal**

Presentation:

**Mental Health Presentation
Given by: Marylynn Stecher and Jeff Wellington**

Presentation:

**Review of Chief School Administrator's Evaluation Process
Given by: Maryann Friedman, NJ School Boards
Representative
(Following the Regular Board Meeting
approximately 8:30 p.m.)**

XIII. Committees and Recommendations

**A. Instruction Committee (Curriculum and Policy):
Chairperson: Mrs. Melton**

- Actions** 1. **Motion to approve the designation of the Superintendent as Chief School Administrator for the Title I program in the Hamilton Township School District for the FY 2017-2018.**
Motion _____ Second _____ Vote _____
- Action** 2. **Motion to approve the designation of Mrs. Lisa Dagit as Project Director for the Title I program in the Hamilton Township School District for the FY 2017-2018.**
Motion _____ Second _____ Vote _____
- Action** 3. **Motion to approve the following basic skills improvement program staff members to participate in the Parent Engagement Workshop on Thursday, 6/1/17 at the hourly rate of \$31 (not to exceed 2 hours each) as provided for in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through ESEA Title One Funds.**

Staff Member	School
Rachel Scott	Davies
Rachel Fifer	Davies
Dawn Smith	Davies
Beth Connor	Shaner
Tara Sutton	Shaner
Kelly Petrucci	Shaner
Cory Meisenhelter	Hess
Nancy Barrall	Hess
Maureen Bruner	Hess
Lisa Goodwin	Hess
Stephanie Wilson	Hess

	Diane Brunetti	Hess	
	Motion_____	Second_____	Vote_____
Action	4. Motion to approve Policy #0000.01 – Instruction on first reading (attachment Instruction-4).		77
	Motion_____	Second_____	Vote_____
Action	5. Motion to approve Policy #0000.02 – Instruction on first reading (attachment Instruction-5).		82
	Motion_____	Second_____	Vote_____
Action	6. Motion to approve Policy #0000.03 – Instruction on first reading (attachment Instruction-6).		87
	Motion_____	Second_____	Vote_____
Action	7. Motion to abolish Policy #2320 – Independent Study Programs on first reading (attachment Instruction-7).		91
	Motion_____	Second_____	Vote_____
Action	8. Motion to approve Policy #2415.06 – Unsafe School Choice Option on first reading (attachment Instruction-8).		92
	Motion_____	Second_____	Vote_____
Action	9. Motion to approve Policy #2464 – Gifted and Talented Students on first reading (attachment Instruction-9).		108
	Motion_____	Second_____	Vote_____
Action	10. Motion to approve Policy #2622 – Student Assessment on first reading (attachment Instruction-10).		110
	Motion_____	Second_____	Vote_____
Action	11. Motion to approve Policy and Regulation #3160 – Physical Examination – Teaching Staff Members on first reading (attachment Instruction-11).		116
	Motion_____	Second_____	Vote_____
Action	12. Motion to approve Policy and Regulation #4160 – Physical Examination – Support Staff Members on first reading (attachment Instruction-12).		131
	Motion_____	Second_____	Vote_____
Action	13. Motion to approve Policy and Regulation #5116 – Education of Homeless Children on first reading (attachment Instruction-13).		146
	Motion_____	Second_____	Vote_____

Action	14. Motion to approve Policy #7446 – School Security Program on first reading (attachment Instruction-14). Motion_____Second_____Vote_____	158
Action	15. Motion to approve Policy #8350 – Records Retention on first reading (attachment Instruction-15). Motion_____Second_____Vote_____	162
Action	16. Motion to approve Policy #3216 – Dress and Grooming on first reading (attachment Instruction-16). Motion_____Second_____Vote_____	163
B. Finance Committee - Chairperson: Mr. Haye		
Action	1. Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the months of March, 2017 and April, 2017. The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the months of March and April, 2017 (attachment Finance-1). Motion_____Second_____Vote_____	165
Action	2. Board Secretary’s Reports for the periods ending March 31, 2017 and April 30, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of March 31, 2017 and April 30, 2017, and after review of the Secretary’s Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board’s knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year (attachment Finance-2).	195
FYI	3. Interest Income for the months of March and April, 2017 (attachment Finance-3)	257
FYI	4. Receipts for the months of March and April, 2017 (attachment Finance-4)	259
FYI	5. Refunds for the months of March and April, 2017 (attachment Finance-5)	275
FYI	6. Capital Reserve Interest for the months March and April, 2017 (attachment Finance-6)	278

- FYI 7. Rental Income for the months of March and April, 2017 (attachment Finance-7) 280
- FYI 8. Miscellaneous Revenue for the months of March and April, 2017 (attachment Finance-8) 282
- FYI 9. The monthly Budget Summary Reports for March and April, 2017, has been filed by the Board Secretary with the Hamilton Township Board of Education (attachment Finance-9). 284
- Action 10. Motion to approve budget transfers in the amount of \$72,679.55 (attachment Finance-10). 338
 Motion _____ Second _____ Vote _____
- Action 11. Motion to accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received. 338
 Motion _____ Second _____ Vote _____
- FYI 12. Purchase orders issued for services, supplies and equipment in the amount of \$807,813.78 (attachment Finance-12) 339
- Action 13. Motion to approve the following bills and payroll in the total amount of \$4,742,914.89 (attachment Finance-13): 343

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$16,074.00
10	General Fund/Payroll	205,958.12
11	Current Expense	2,066,166.28
11	Current Expense/Payroll	2,113,266.30
20	Special Revenue	88,838.52
20	Special Revenue/Payroll	89,341.36
50	Cafeteria	127,388.49
50	Kids' Corner	22,372.85
50	Community Education	13,242.90
50	Camp Blue Star	\$266.07

- Action** 14. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year (attachment Finance-14). 378
Motion _____ Second _____ Vote _____
- Action** 15. Motion to approve a Contract between the Hamilton Township School District and Stockton University Speech and Hearing Clinic to provide speech-language services to the District on an as needed basis (attachment Finance-15). 380
Motion _____ Second _____ Vote _____
- Action** 16. Motion to approve two Agreements between the Hamilton Township School District and Bayada Home Health Care, Inc., to provide nursing services for two (2) students for the 2017-2018 school year including Extended School Year, for the period July 1, 2017 through June 30, 2018 at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN services.
Motion _____ Second _____ Vote _____
- Action** 17. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and Cape May County Special Services School District (receiving District) for one educationally handicapped student for the 2017-2018 school year at a cost of \$39,000.00, plus an additional \$11,000.00 non-resident fee.
Motion _____ Second _____ Vote _____
- Action** 18. Motion to approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and Cape May County Special Services School District (receiving District) for one (1) student for the 2017-2018 Extended School Year at a total cost of \$2,600.00, plus an additional \$1,900.00 for a one-on-one Aide, if needed.
Motion _____ Second _____ Vote _____
- Action** 19. ~~Motion to approve the four (4) year Contract between the Hamilton Township Board of Education and the Hamilton Township Education Association (H.T.E.A.) for the period 2016-2017 through 2019-2020.~~

See Finance Item #25

- Action** 20. **Motion to approve an extension to the Agreement with Monmouth Ocean Educational Services Commission (MOESC) to provide 192/193 services to non-public students for the 2017-2018 school year.**
Motion_____Second_____Vote_____
- Action** 21. **Motion to approve an Instructional Services Agreement with Monmouth-Ocean Educational Services Commission for Proportionate Share of IDEA-B Funds for non-public students with disabilities for the 2017-2018 school year attachment Finance-21).** **383**
Motion_____Second_____Vote_____
- Agenda** 22. **Motion to approve an Agreement with Monmouth-Ocean Educational Services Commission to provide Chapter 226 nursing services to non-public students for the 2017-2018 school year in an amount not to exceed state funding for fiscal year 2017 (attachment Finance-22).** **385**
Motion_____Second_____Vote_____
- Action** 23. **Motion to approve Resolution #114 approving free meals for YALE School for the 2017-2018 school year (attachment Finance-23).** **387**
Motion_____Second_____Vote_____
- Action** 24. **Motion to approve the Solicitor’s Agreement with Nehmad Perillo & Davies, P.C. for the 2016-2017 school year at the rate of \$130.00/hour (attachment Finance-24).** **388**
Motion_____Second_____Vote_____
- Action** 25. **Motion to approve a Resolution approving the Memorandum of Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association (H.T.E.A.) for the period July 1, 2016 through June 30, 2020 (attachment Finance-25).** **390**
Motion_____Second_____Vote_____
- Action** 26. **Motion to approve a Resolution authorizing the Hamilton Township Board of Education to participate in the State Health Benefits Program (attachment Finance-26).** **402**
Motion_____Second_____Vote_____

Action 27. Motion to approve a Resolution authorizing the Hamilton Township Board of Education to participate in the State Health Benefits Program for prescription drug coverage (attachment Finance-27) 403
Motion _____ Second _____ Vote _____

Action 28. Motion to approve an Agreement with Flett Exchange for the sale of 456 Solar Renewable Energy Credits (SRECs) at a price of \$215/each for a total of \$98,040.00.
Motion _____ Second _____ Vote _____

Action 29. Motion to approve an Agreement with Flett Exchange for the sale of Solar Renewable Energy Credits (SRECs) generated between June, 2016 and May, 2017 at market price.
Motion _____ Second _____ Vote _____

C. Administration Committee (Personnel and Discipline):
Chairperson: Mrs. Hassa
All personnel actions are being taken by the recommendation of the Superintendent.

Action 1. Motion to approve substitutes for the 2016-2017 school year (attachment Administration-1). 404
Motion _____ Second _____ Vote _____

Action 2. Motion to approve Homebound Instruction for the 2016-2017 School year (attachment Administration-2). 405
Motion _____ Second _____ Vote _____

Action 3. Motion to approve a fieldwork placement for the Spring, 2017 Semester and 2017-2018 school year (attachment Administration-3). 412
Motion _____ Second _____ Vote _____

Action 4. Motion to approve a leave without pay for Kelley Davenport, Shaner School paraprofessional for the period May 8, 2017 through May 10, 2017 (attachment Administration-4). 413
Motion _____ Second _____ Vote _____

Action 5. Motion to approve a Federal Family Medical Leave of Absence for Kelley Graham, Shaner School teacher for the period April 24, 2017 through the end of the school year (attachment Administration-5). 414
Motion _____ Second _____ Vote _____

- Action** 6. **Motion to approve a leave without pay for Arthur Faden, School Resource Attendance Officer for the period May 1, 2017 through May 5, 2017.**
Motion_____Second_____Vote_____
- Action** 7. **Motion to accept a retirement notice from Sherry Mirakian, Davies School teacher effective June 30, 2017 (attachment Administration-7).** **415**
Motion_____Second_____Vote_____
- Action** 8. **Motion to accept a retirement notice from Laurann Cacioppo, Davies School teacher June 30, 2017 (attachment Administration-8).** **416**
Motion_____Second_____Vote_____
- Action** 9. **Motion to accept a retirement notice from Lawrence Davidson, Shaner School Maintenance worker, July 31, 2017 (attachment Administration-9).** **417**
Motion_____Second_____Vote_____
- Action** 10. **Motion to accept a retirement notice from Donna Marie Berchtold, Davies School teacher June 30, 2017 (attachment Administration-10).** **418**
Motion_____Second_____Vote_____
- Action** 11. **Motion to accept a retirement notice from Karen Santora, Davies School teacher effective June 30, 2017 (attachment Administration-11).** **420**
Motion_____Second_____Vote_____
- Action** 12. **Motion to accept a retirement notice from Lori Garrity, Davies School Food Services worker effective February 28, 2018 (attachment Administration-12).** **421**
Motion_____Second_____Vote_____
- Action** 13. **Motion to accept a retirement notice from Beth Connor, Shaner School Reading Specialist effective June 30, 2017 (attachment Administration-13).** **422**
Motion_____Second_____Vote_____
- Action** 14. **Motion to accept a retirement notice from Tina Bannon, Davies School Nurse effective June 30, 2017 (attachment Administration-14).** **423**
Motion_____Second_____Vote_____

- | | | |
|---------------|--|------------|
| Action | <p>15. Motion to accept a retirement notice from C. David Evangelist, Hess School teacher effective June 30, 2017 (attachment Administration-15).</p> <p>Motion_____Second_____Vote_____</p> | 424 |
| Action | <p>16. Motion to accept a retirement notice from Christa Larson, Shaner School Custodian effective July 31, 2017 (attachment Administration-16).</p> <p>Motion_____Second_____Vote_____</p> | 425 |
| Action | <p>17. Motion to accept a retirement notice from Dorothy Armitage, Davies School Custodian effective August 31, 2017 (attachment Administration-17).</p> <p>Motion_____Second_____Vote_____</p> | 426 |
| Action | <p>18. Motion to approve a Psychology Internship for Carly Benson, College of New Jersey effective May 24, 2017 through the Summer, 2017 attachment Administration-18).</p> <p>Motion_____Second_____Vote_____</p> | 427 |
| Action | <p>19. Motion to approve Administrative staff for the 2017-2018 school year (attachment Administration-19).</p> <p>Salaries subject to change at the completion of contract negotiations.</p> <p>Motion_____Second_____Vote_____</p> | 428 |
| Action | <p>20. Motion to approve Board Office staff for the 2017-2018 school year (attachment Administration-20).</p> <p>Salaries subject to change at the completion of contract negotiations.</p> <p>Motion_____Second_____Vote_____</p> | 429 |
| Action | <p>21. Motion to approve Supervisors staff for the 2017-2018 school year (attachment Administration-21).</p> <p>Salaries subject to change at the completion of contract negotiations.</p> <p>Motion_____Second_____Vote_____</p> | 430 |

Action 22. **Motion to approve an intermittent Federal Family and Medical Leave of Absence for John Weisenstein, Hess School Food Service worker for the remainder of the 2016-2017 school year (attachment Administration-22).** 431
Motion _____ Second _____ Vote _____

Action 23. **Motion to approve the following 2017 Shaner Summer Reading and Writing Program staff at the rate of \$49.60/hour:**

Teachers:

- Leslie Kayes
- Stephanie McKensie
- Kristen Meiklejohn

Subs:

- Stephanie Weisel
- Gail Marie Elliott
- Christina Warren
- Jenna Kyle

Hourly rate subject to change at the completion of the H.T.E.A. negotiations.

Action 24. **Motion to approve the following 2017 Summer Swim and Camp Blue Star staff as follows:**

Summer Swim:

- Shawnee Foglio – Instructor \$31.15/hour – Lifeguard \$14.00/hour
- Jessica Lewis – Instructor \$31.15/hour – Lifeguard \$14.00/hour

Camp Blue Star:

Junior Counselors:

- Vincent Leszczynski - \$11.00/hour – Year 2
- Victoria Cox - \$10.00/hour – Year 1

Counselor:

- Jose Quidachy - \$18.00/hour – Year 6

Motion _____ Second _____ Vote _____

Action 25. **Motion to approve a leave without pay for Brittany Loesch, Hess School teacher for the period June 5, 2017 through June 9, 2017 (attachment Administration-25).** 432
Motion _____ Second _____ Vote _____

- Action** **26. Motion to approve the following revised Job Descriptions 433**
(attachment Administration-26):
- Technology Technician
 - Network Specialist
- Motion_____Second_____Vote_____
- Action** **27. Motion to approve Summer Child Study Team staff to 435**
attend IEP meetings at the rate of \$90.00/day, not to
exceed 5 hours/day, in accordance with Special
Education Guidelines (attachment Administration-27).
Motion_____Second_____Vote_____
- Action** **28. Motion to approve Stockton fieldwork placements for the 438**
Fall 2017 Semester (attachment Administration-28).
Motion_____Second_____Vote_____
- Action** **29. Motion to approve Alicia Garry as a Certified 438**
Occupational Therapy Assistant for the 2017-2018 school
year at the rate of \$38.00/hour.
Motion_____Second_____Vote_____
- Action** **30. Motion to approve Special Education Extended School 442**
Year and Summer Child Study Team Services Staff
(attachment Administration-30).
Motion_____Second_____Vote_____
- Action** **31. Motion to approve a Maternity Leave of Absence for 445**
Rachel Fifer, Davies School teacher. Mrs. Fifer has
requested to use her sick time from September 5, 2017
through September 12, 2017 and New Jersey Family
Leave from September 13, 2017 through October 4, 2017
with a return to work date of October 5, 2017 (attachment
Administration-31).
Motion_____Second_____Vote_____
- Action** **32. Motion to approve Position Control #03-11-14 for a 445**
Behavioral Analyst position for the 2017-2018 school year.
Motion_____Second_____Vote_____
- Action** **33. Motion to approve the following Hess School Summer 445**
Reading and Writing Camp teachers at the rate of
\$49.60/hour:

Coordinator/Substitute	Gail Marie Elliot
Julie Morris	Grade 2
Stephanie Weisel	Grade 3
Brett Derringer	Grade 4
Maureen Bruner	Grade 5
Ann Andrews	ELL

Hourly rate subject to change at the completion of the H.T.E.A. negotiations.

Motion _____ Second _____ Vote _____

Action 34. Motion to approve David Jimenez as a full-time, Shaner School Custodian for the period May 24, 2017 through June 30, 2017, Custodial Guide A, Step 3, with a total annual salary of \$36,582,00 pro-rated (attachment Administration-33). 446

Mr. Jimenez is a replacement for Alba McKenna.

Salary subject to change at the completion of the H.T.E.A. negotiations.

Motion _____ Second _____ Vote _____

Action 35. Motion to approve Samuel Gallagher as a part-time, 29 hours/week, 10 month, Hess School Custodial for the period May 30, 2017 through June 30, 2017, Custodial Guide B, Step 1, with a total annual salary of \$16,486.00, pro-rated (attachment Administration-35). 447

Mr. Gallagher is a replacement for David Jimenez.

Salary subject to change at the completion of the H.T.E.A. negotiations.

Motion _____ Second _____ Vote _____

**D. Operations Committee (Facilities and Transportation):
Chairperson: Mr. Higbee**

Action 1. Motion to approve club/activity trips for the 2016-2017 school year (attachment Operations-1). 448
Motion _____ Second _____ Vote _____

XIV. Resolutions

XV. Solicitor's Report

XVI. Unfinished Business

XVII. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)

XVIII. Receive comments from the public in accordance with the Board's policy on participation at Board meeting

XIX. Adjournment

Hamilton Township Public Schools**Board Agenda Item****Month:** May 23, 2017**Submitted by:** Lisa C. Dagit, Director of Curriculum & Instruction

Recommend approval of the Pre-K to Grade 8 Curriculum and Programs for the 2017-2018 school year. This listing conforms to the guidelines established by the New Jersey State Department of Education.

Curriculum

Creative Curriculum
English Language Arts K-8
Mathematics K-8
Science K-8
Social Studies K-8
Visual and Performing Arts K-8
Comprehensive Health and Physical Education K-8
World Language K-8
Technology K-8
21st Century Life & Careers K-8
English as a Second Language/Bilingual K-8
Instructional Media Center K-8
Media Literacy 6-8
Financial Literacy 6-8
STEM 6-8
School Wide-Enrichment Program K-5

State Mandated Programs

Gifted and Talented
Basic Skills Improvement
Substance Abuse Prevention
Family Life Education
Accident and Fire Prevention
Harassment, Intimidation and Bullying
Character Education
Guidance Services
Nursing/Health Services

Other

Strengthening Families
Lifelines
Second Step

VII-M

Office use only:

HESS ___ DAVIES ___ POOL ___ SHANER ___

D.O.U. ___ Time ___ ROOM ___
USE ___ EQUIPMENT: ___

CONTACT ___ PHONE ___
E-MAIL ___

**Hamilton Township School District
Community Education Department**

Joseph C. Shaner George L. Hess William Davies
1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey 08330

Cliff Melder

Telephone: (609) 476-6311

Director of Community Education

Fax: (609) 625-4847

APPLICATION FOR USE OF BUILDINGS AND GROUNDS

Name of Organization ___ Date ___

Address ___ E-mail ___

President ___ Phone ___

Secretary ___ Phone ___

DATE OF USE ___ Time: Start ___ End ___

LOCATION: HESS ___ DAVIES ___ POOL ___ SHANER ___ OTHER ___

Room Requested ___ Activity ___

Equipment Needed ___

Number of people attending ___ Admission Charge? ___

Proceeds used for ___ * *Plays please attach script for review.*

All approved applicants must furnish a certificate of insurance at least five(5) days prior to use, naming the Hamilton Twp. Board of Ed. as an insured party. The Insurance policy must be underwritten by a company licensed to do business in the state of New Jersey, and must include the following coverage: \$500,000 bodily injury and property damage, combined single limit including blanket contractual, premises and product liability. Applicant is required to carry Excess Accident Insurance on all participants, and a Cert. Of Insurance is required. Recommended limit of coverage is a minimum of \$250,000.

The applicant has read and does agree to comply with all of the terms, rules and regulations as shown on this form and attachment, and does agree to pay promptly the charges as stated in the contract by means of certified check, cashier's check, or money order.

Signature/Title ___ Date ___

Applicant should read carefully all rules and regulations for use of school property.

Confirmation will be e-mailed to applicant.

For Office Use:

APPROVED ___ DISAPPROVED ___ Signature ___ Date ___

Remarks ___

28

Indemnity and Hold Harmless Agreement

_____ agrees to indemnify and hold harmless the Hamilton Township School District and their agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action arising out of activity herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use and 2) caused in whole or in part by negligent act or omission. This indemnification and agreement shall apply in all instances whether Hamilton Township School District is made party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action,

By: _____ Date _____
(Individual or Group)

Please Note:

TO VERIFY APPROVAL, DATES, TIMES AND LOCATION PLEASE
CHECK OUT THE FACILITIES CALENDARS AT www.hamiltonschools.org
If your event is not on the calendar please call 609-476-6311. If your event
is not scheduled on the calendar you will not be allowed in the building.

Hamilton Township School District

Use of Facilities Fee Schedule 2017-2018 School Year
--

ROOM	Not-for-Profit Group	For Profit Groups
------	----------------------	-------------------

Cafeteria	\$250.00 Weekday	\$325.00
Weekday		
[4 hour Time Blocks]	\$375.00 Weekend	\$500.00
Weekend		

Gymnasiums	\$125.00 Weekday	\$175.00
Weekday		
[4 hour Time Blocks]	\$150.00 Weekend	\$200.00
Weekend		

Gymnasiums (Small group use Twp. Residents)	\$ 15.00 per Hour	N/A
---	-------------------	-----

Shaner / Davies	Shaner / Davies	
Auditorium	\$125.00 / \$175.00 Weekday	\$175.00 / \$225.00 Weekday
[Davies or Shaner]	\$200.00 / \$250.00 Weekend	\$275.00 / \$325.00 Weekend

Computer Room	225.00 per 4hour time block + Technician \$40 hourly
---------------	---

Specialty Classroom	\$200.00 per 4hour time block
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Regular Classroom	\$100.00 per 4hour time block
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There is an additional charge for custodial and maintenance personnel of \$35.00 per hour for each person needed. Technical assistance is charged at a rate of \$40.00 per hour.

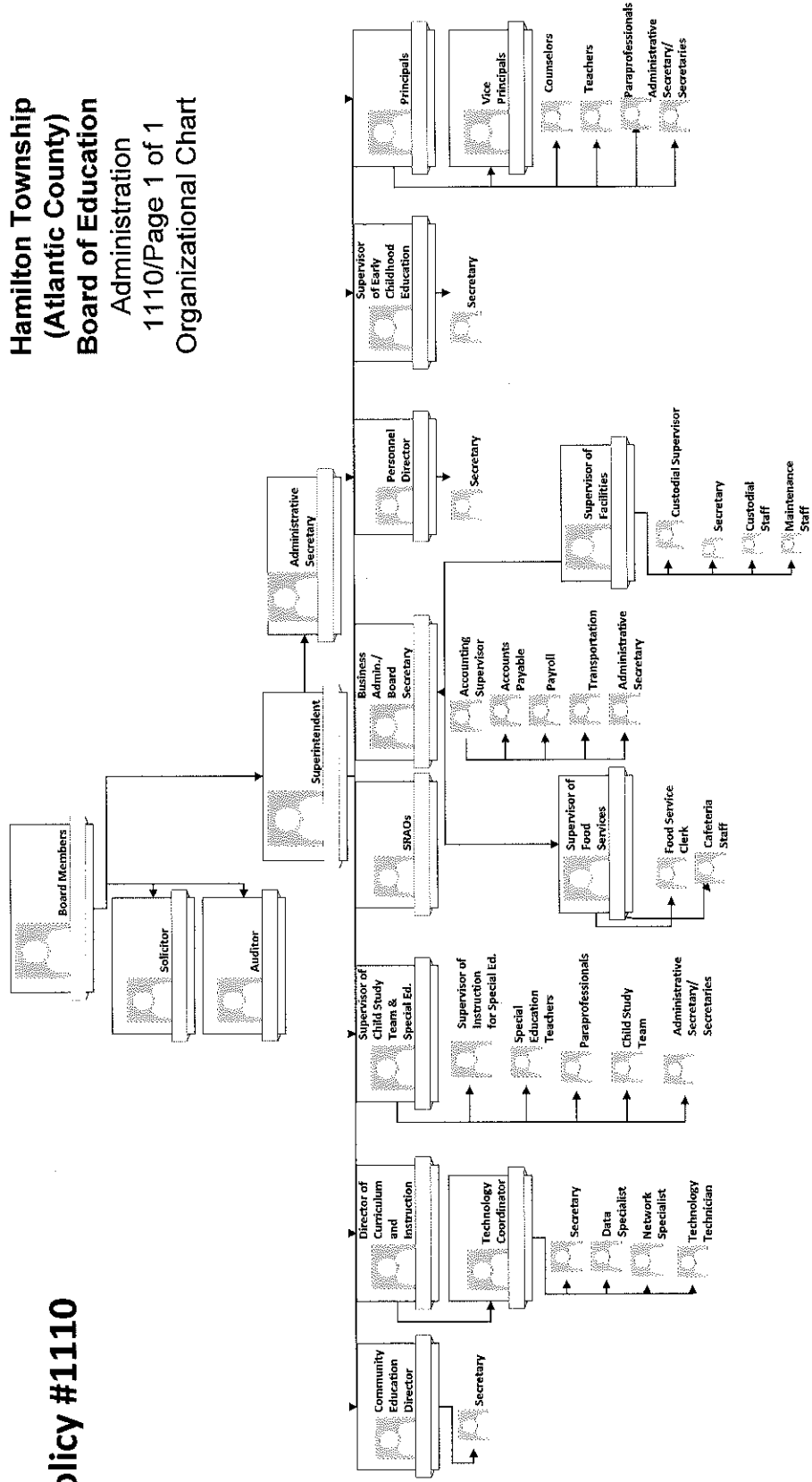
<p>Use of Facilities Fee Schedule 2017-2018 School Year</p>
--

<u>Facility</u>	<u>Not for Profit Group</u>	<u>For Profit Group</u>
Pool	\$100.00/hr	\$150.00/hr
[3 hour blocks]	\$250.00	\$400.00
Lifeguard	\$20.00 per hour	\$20.00 per hour
 <u>Hess Performing Arts Center</u>		
Day or Evening	\$375.00	\$450.00
Saturday/Sunday	\$525.00	\$700.00
 <u>Rehearsals</u>		
Day or Evening	\$50.00 / hour	\$75.00 / hour
Saturday/Sunday	\$50.00 / hour	\$75.00 / hour
 <u>Additional Charges</u>		
Piano Tuning	\$125.00	\$125.00
[Required when the Steinway is to be used.]		
Lighting	\$40.00/hour	
Technical Staff	\$40.00/hour	
	Only Hess lighting technicians will be allowed to operate the lights and sound equipment.	
Custodial staff	\$35.00	\$35.00

- **Rental Fees can reflect discounts of 5% if the facilities are to be rented six or more times in the school year.**
- **Discounts will increase to 10% if the facilities are rented twelve or more times in the school year. Any departure from this fee schedule must be approved by the facilities committee.**

Hamilton Township
(Atlantic County)
Board of Education
Administration
1110/Page 1 of 1
Organizational Chart

Policy #1110



**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON APRIL 24, 2017**

HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library

The Regular Meeting of the Hamilton Township Board of Education was called to order at 6:00 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Mr. Eric Aiken, Board President.

Call
To
Order

ROLL CALL

The following members answered roll call: Mrs. Nanci Barr, Mr. Greg Ciambrone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee (arrived 6:09 p.m.), Mrs. Barbara Kupp, and Mr. Eric Aiken.

Roll
Call

Absent: Mrs. Kim Melton

Also present were: Mr. Frank Vogel, Superintendent
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary
Mr. Eric Goldstein, Solicitor

EXECUTIVE SESSION

Motion by Mr. Aiken, seconded by Mrs. Hassa, to enter into executive session.

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- HIB
- Matters Rendered Confidential

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further

Mays Landing, NJ
April 24, 2017

resolved that the Board will be in executive session
for approximately 35 minutes.

Voice Vote: All in favor: (8-0-0)

The Board entered into Executive session at 6:00 p.m.

The Board resumed the regular meeting at 7:02 p.m.

Eric Aiken led the Pledge of Allegiance.

Pledge of Allegiance

Notice of Advertisement of Meeting

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the regular session minutes of the Special meeting of March 18, 2017, as per attachment Minutes-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the regular and executive session minutes of the meeting of March 20, 2017, as per attachment Minutes-2.

Roll Call Vote: Six in favor: Mrs. Barr, Mr. Ciambrone, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstain: Ms. Erickson and Mr. Higbee. (6-0-2)

VII. CORRESPONDENCE
None

PUBLIC COMMENTS
None

BOARD MEMBER COMMENTS

Mrs. Hassa commented on the play Hairspray recently held at the Hess Complex. She said the students did a wonderful job. She also noted that the PTA Bingo events were very successful events.

Mrs. Hassa wanted to recognize and congratulate the Paraprofessionals, Teachers of the Year and the Educators of the Year.

Mr. Vogel had the opportunity to attend the bingo events, as well and noted that they were fantastic.

Mr. Aiken attended the National Junior Honor Society Program and he wanted to thank the advisors for organizing it. Mr. Aiken also noted some of the important events coming up.

Mr. Aiken invited all of the Board members to attend the NJSBA Atlantic County Meeting on May 8.

SUPERINTENDENT/STAFF REPORTS

Mr. Vogel encouraged the Board to change the next meeting from May 22 to May 23, 2017 in order for everyone to have the opportunity to attend the Science Fair to be held on Monday evening.

(A) Information Items

1. Dates to Remember

- a. April 24, 2017 – Board of Education Meeting and Public Hearing on the Budget – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- b. April 27, 2017 – Strategic Planning Meeting – Davies School Cafeteria – 6:00 p.m. (Sign in begins at 5:45 p.m.)
- c. May 22, 2017 – Board of Education Meeting – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- d. May 29, 2017 – Schools Closed – Memorial Day

(B) Registration/Transfer Statistics for the Month of March, 2017, as per attachment XI-B.

(C) Enrollment for the month of March, 2017, as per attachment XI-C.

Mays Landing, NJ
April 24, 2017

- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.
- (E) Student Discipline Reports for the month of March, 2017, as per attachment XI-E.
- (F) Academic Achievement Lists for the 4th Trimester – Grades 4 and 5, as per attachment XI-F.
- (G) Pre-K and Kindergarten Round-Up dates:

Pre-K:

Tuesday, April 25, 2017 – 4:00 p.m. to 7:00 p.m.

Wednesday, April 26, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Thursday, April 27, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Kindergarten:

Tuesday, May 9, 2017 – 4:00 p.m. to 7:00 p.m.

Wednesday, May 10, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Thursday, May 11, 2017 – 9:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:00 p.m.

Registration will take place at the District Registration Office located at the Shaner School, 5801 Third Street, Mays Landing, NJ.

(H) School Spring Concerts:

- ♪ Shaner School: May 3rd, 4th and 5th, 2017 – Shaner Multipurpose Room at 10:00 a.m.
- ♪ Davies School – May 18, 2017 @ 7:00 p.m. – Hess Auditorium
- ♪ Hess School – May 25, 2017 @ 7:00 p.m.

I. *Presentation:*

PTA Founders Day Contest Presentation:
Sponsored by:
The PTA Multicultural Diversity Committee

J. *Presentation:*

Grant Awards to Schools from PTA Fundraising
Given by:
Nicole Benowitz, PTA President

K. *Presentation:*

2017-2018 Budget
Given by: Frank Vogel and Anne-Marie Fala

Mays Landing, NJ
April 24, 2017

Business Administrator/Board Secretary

COMMITTEES AND RECOMMENDATIONS

A. Instruction Committee (Curriculum and Policy):
Chairperson: Mrs. Melton

Motion by Ms. Erickson, seconded by Mr. Haye, to approve the following motions as presented:

1. To approve the revised 2016-2017 District Calendar, as per attachment Instruction-1.
2. To approve the 2017-2018 District Calendar, as per attachment Instruction-2.
3. To approve the 2017-2018 Maintenance/Custodial Calendar, as per attachment Instruction-3.

Discussion was held and there was a request to amend the 2017-2018 District Calendar to change March 29, 2018 to a half day.

Motion by Mr. Ciambone, seconded by Mr. Higbee to amend the 2017-2018 District Calendar to change March 29, 2018 to half day:

Three in favor: Mrs. Barr, Mr. Ciambone, and Mr. Higbee. Nay: Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (3-5-0)

Roll Call Vote #1 through #3: All in favor: Mrs. Barr, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (8-0-0)

Motion by Ms. Erickson, seconded by Mrs. Kupp, to approve the following motions, as presented:

4. To approve the following grade K-5 staff members to complete Science Curriculum Writing (NGSS) at the rate of \$31.15/hour during May & June, not to exceed 20 hours. This rate is the identified rate for

Mays Landing, NJ
April 24, 2017

Curriculum Development in the 2015–2016
Agreement between the Hamilton
Township Board of Education and the
Hamilton Township Education Association.
This is funded through Local Funds.

Hourly rate subject to change at the
completion of the HTEA negotiations.

<u>Name</u>	<u>School</u>	<u>Grade</u>
Sue Burnetta	Shaner	K
Lauren Graf	Shaner	1
Meg Castellano	Shaner	1
Johanna Scannell	Hess	2
Heather Berardi	Hess	2
Kristine Ciambrone	Hess	3
Jen McCrary	Hess	3
Christian Chin	Hess	4
Dominick Carpani	Hess	5

5. To approve Policy and Regulation #1510
– Americans with Disabilities Act on
second reading.
6. To approve Policy and Regulation #2418
– Section 504 of the Rehabilitation Act of
1973-Students on second reading.
7. To approve Policy and Regulation #5116
– Education of Homeless Children on
second reading
8. To approve Policy #5330.04 –
Administering an Opioid Antidote on
second reading.
9. To approve Policy and Regulation #8330
– Student Records on second reading.
10. To approve Policy and Regulation #2460
Special Education on second reading.
11. To approve Regulation #2460.1 – Special
Education – Location, Identification, and

Mays Landing, NJ
April 24, 2017

Referral on second reading.

12. To approve Regulation #2460.8 – Special Education – Free and Appropriate Public Education on second reading.
13. To approve Regulation #2460.9 – Special Education – Transition from Early Intervention Programs to Preschool Programs on second reading.

Roll Call Vote: Seven in favor #4: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Abstained: Mr. Ciambrone. (7-0-1)

Roll Call Vote: All in favor #5 through #13: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

Motion by Ms. Erickson, seconded by Mrs. Kupp, to approve the following motions, as presented:

14. To approve Regulation #2460.15 – Special Education – In-Service Training needs for Professional and Paraprofessional Staff on second reading.
15. To approve Regulation #2467 – Surrogate Parents and Foster Parents on second reading.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

FINANCE COMMITTEE - Chairperson: Mr. Haye

Motion by Mr. Haye, seconded by Ms. Erickson, to approve the following motion, as presented:

1. To approve Resolution #113 to Adopt the 2017-2018 District Budget, as per attachment

Mays Landing, NJ
April 24, 2017

Finance-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken (8-0-0)

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, as presented:

2. To approve budget transfers in the amount of \$275,256.58, as per attachment Finance-2.
3. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

The following item has been presented as an informational item:

4. Purchase orders issued for services, supplies and equipment in the amount of \$1,521,684.02, as per attachment Finance-4.

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, as presented:

5. To approve the following bills and payroll in the total amount of \$5,140,204.5, as per attachment Finance-5:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$16,071.00
10	General Fund/Payroll	308,872.98
11	Current Expense	1,216,974.22
11	Current Expense/Payroll	3,194,436.71
20	Special Revenue	56,253.97
20	Special Revenue/Payroll	133,780.30
50	Cafeteria	174,666.77
50	Kids' Corner	29,702.72

50	Community Education	7,620.90
50	Camp Blue Star	1,825.00

6. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance-6.
7. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Pineland Learning Center (receiving District) for one (1) student for the 2016-2017 school year at a total cost of \$280.46/per diem for 57 days at a total cost of \$15,986.22.
8. To approve an Agreement between the Hamilton Township Board of Education and Epic Health Services, Inc. and Loving Care Agency, Inc. d/b/a Epic Health Services to provide private duty nursing services to the District at a cost of \$55.00/hour for RN services and \$45.00/hour for LPN services for the period July 1, 2017 through June 30, 2018.
9. To approve a Tuition Contract between the Absecon Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for one (1) foster student for the 2016-2017 school year for the period September 6, 2017 through June 30, 2017, at a total cost of \$11,003.00.
10. To approve a Tuition Contract between the Atlantic City Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for (1) one foster student for the 2016-2017 school year for the period December 19, 2016 through June 30, 2017 at a total cost of \$6,846.31, pro-rated.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

41

Mays Landing, NJ
April 24, 2017

Motion by Mr. Haye, seconded by Mrs. Barr, to approve the following motions, as presented:

11. To approve a Tuition Contract between the Absecon Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for (1) one multiply disabled foster student for the 2016-2017 school year for the period September 7, 2016 through June 30, 2017 at a total cost of \$28,476.91, pro-rated.
12. To approve a Tuition Contract between the Pleasantville Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for (1) one multiply disabled foster student for the 2016-2017 school year for the period January 11, 2017 through June 30, 2017 at a total cost of \$16,227.07 pro-rated.
13. To approve Resolution #111 Approving Free Meals for Pineland Learning Center for the 2017-2018 school year, as per attachment Finance-13.
14. To approve the following Resolution appointing a Risk Management Consultant for the 2017-2018 school year:

RESOLUTION #112

ATLANTIC & CAPE MAY COUNTIES
ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS JOINT
INSURANCE FUND (ACCASBOJIF)

RESOLUTION APPOINTING A RISK
MANAGEMENT CONSULTANT
2017-2018

WHEREAS, the Hamilton Township Board of Education hereinafter referred to as DISTRICT, is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, a self-insurance pooling fund; and

42

Mays Landing, NJ
April 24, 2017

WHEREAS, the Bylaws of said Fund require that each DISTRICT appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services as detailed in the Bylaws; and

WHEREAS, the Bylaws indicate a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Dennis Brown of Glenn Insurance as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

Motion by Mr. Haye, seconded by Mrs. Barr, to approve the following motion, as presented:

15. To accept Hamilton Township PTA funds for the 2016-2017, as per attachment Finance-15.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

Mays Landing, NJ
April 24, 2017

ADMINISTRATION COMMITTEE (Personnel and Discipline):

Chairperson: Mrs. Hassa

All personnel actions are being taken by the recommendation of the Superintendent.

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

1. To approve district substitutes for the 2016-2017 school year, as per attachment Administration -1.
2. To approve homebound instruction for the 2016-2017 school year, as per attachment Administration -2.
3. To approve a fieldwork placement from Stockton for an LDTC Practicum Student for the summer, 2017, as per attachment Administration-3.
4. To approve a fieldwork placement from Rowan University for the Fall, 2017 semester at the Hess School, as per attachment Administration-4.
5. To approve an unpaid Leave of Absence for Arthur Faden, SRAO for the period March 20, 2017 through March 24, 2017.
6. To approve an unpaid Leave of Absence for Meghan Hooper Jackson, Davies teacher for the period January 16, 2018 through January 19, 2018, as per attachment Administration-6.
7. To change the Child Rearing Leave of Absence for Kristina Morey, Davies School secretary for June 12, 2017 to a NJ Family Leave due to the school's snow day closing on March 14, 2017.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

Mays Landing, NJ
April 24, 2017

8. To change the Child Rearing Leave of Absence for Jessica Newkirk, Shaner School teacher for April 4, 2017 to a NJ Family Leave due to the school's snow day closing on March 14, 2017.
9. To accept a retirement notice from Cathie Palmeri, Hess School secretary effective August 31, 2017, as per attachment Administration-9.
10. To accept a retirement notice from Paula Perfetto Pagano, Davies School Paraprofessional effective June 30, 2017, as per attachment Administration-10.
11. To accept a retirement notice from Nancy Echevarria, Hess School Custodian effective June 30, 2017, as per attachment Administration-11.
12. To accept a retirement notice from Priscilla Gay Laubert, Davies School teacher effective June 30, 2017, as per attachment Administration-12.
13. To approve the 2017 Summer Swim Staff, as per attachment Administration-13.
14. To approve 2017 Camp Blue Star staff, as per attachment Administration-14.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

Motion by Mrs. Hassa, seconded by Ms. Erickson, to approve the following motions, as presented:

15. To change the dates of a maternity leave of absence for Lisa Rotkowitz, Hess School teacher. Mrs. Rotkowitz is requesting to use sick days for the period April 19, 2017 through May 26, 2017 and New Jersey Family Leave for the period May 30, 2017 to the end of the school year with a return to work date of September 1, 201, as per attachment

Administration-15.

Mrs. Rotkowitz' leave of absence was previously approved on January 23, 2017.

16. To accept a resignation notice from Michael Hruska, Shaner School Custodian, effective April 20, 2017 with his last day of employment to be June 30, 2017, as per attachment Administration-16.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

OPERATIONS COMMITTEE (Facilities and Transportation):

Chairperson: Mr. Higbee

1. To approve club/activity trips for the 2016-2017 school year, as per attachment Operations-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

Mr. Aiken informed the public that all three schools are now clear of lead and the problems have been mediated. There was a cost of \$10,000, but the district received a refund of approximately \$6,000 from the State.

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mr. Aiken reported that there is nothing new to report on the purchase of the Duberson School.

Mrs. Hassa wanted to recognize the amazing performance by the band and choir programs at Rowan University recently. She also wanted to note that the jazz band will be performing on May 28 at Mainland High School.

NEW BUSINESS

None

46

Mays Landing, NJ
April 24, 2017

PUBLIC COMMENTS

Shannon Branca spoke and noted that she was disappointed in the calendar for next year. She feels the extra time off for Spring break will cause a hardship to parents for child care.

Mr. Vogel addressed Mrs. Branca's concerns.

ADJOURNMENT

Motion by Mr. Aiken, seconded by Ms. Erickson, to adjourn the meeting.

Voice Vote: All in favor: (8-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:30 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary

47

Mays Landing, NJ
April 27, 2017

MINUTES-2

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION HELD ON APRIL 27, 2017
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey**

The Special Meeting of the Hamilton Township Board of Education was called to order at 6:00 p.m. in the Wm. Davies School Cafeteria located at 1876 Dr. Dennis Foreman Drive, Mays Landing, New Jersey by Mr. Eric Aiken, Board President.

**Call
To
Order**

Mr. Aiken led the Pledge of Allegiance.

**Pledge of
Allegiance**

ROLL CALL

The following members answered roll call: Mrs. Nanci Barr, Mrs. Amy Hassa (arrived 6:15 p.m.), Mr. Derek Haye, Mrs. Barbara Kupp, Mrs. Kim Melton, and Mr. Eric Aiken.

Also Present: Frank Vogel, Superintendent
Anne-Marie Fala, School Business Administrator
Maryann Friedman, New Jersey School Board Association
Kathy Winecoff, New Jersey School Board Association
Mary Walter, New Jersey School Board Association

Absent: Mr. Greg Ciambrone, Ms. Margaret Erickson, and Mr. James Higbee

Mr. Aiken introduced Maryann Friedman from New Jersey School Board Association, along with Kathy Winecoff and Mary Walter who provided an overview of the strategic planning process and the focus for the evening's activity.

They reviewed the strategic planning process and consensus building. Copies of the outcome from meetings 1 & 2, along with goal areas were provided for each participant.

Everyone in attendance selected a "goal area" of their interest and choosing. The initiatives of the previous two strategic planning sessions were utilized to develop the goal statements and objectives by the attendees.

ADJOURNMENT

Motion by Mr. Aiken, seconded by Mr. Haye, to adjourn the meeting.

Voice Vote: All in favor: (6-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:02 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary

19

X11-B

Registration/Address Change/Transfer Statistics

2016-2017

	<u>Registrations</u>	<u>Address Changes</u>	<u>Transfers</u>
September	107	23	44
October	45	37	15
November	36	22	19
December	20	11	6
January	40	12	21
February	22	23	9
March	38	10	21
April	27	4	7
May			
June			
July			
August			

April, 2017 Pre-K Round-Up Results

	Pre-K AM	Pre-K PM	Full Day Pre-K
4-25-17	27	9	35
4-26-17	3	5	7
4-27-17	0	1	5
	0	3	3
Totals	30	18	50

May, 2017 Kindergarten Round-Up Results

5-9-17	28
5-10-17	3
5-11-17	4
Total	35

2016-2017
STUDENT ENROLLMENT
HAMILTON TOWNSHIP SCHOOL DISTRICT ENROLLMENT

	September		October		November		December		January		February		March		April		May		June		2017		
	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	
Preschool	162	9	18	18.8	169	9	18.8	169	9	18.8	171	9	19	175	9	19.4	176	9	19.6	9	0	9	0
Kindergarten	258	13	19.8	19.9	259	13	20.1	261	13	20.1	261	13	20.1	260	13	20	261	13	20.1	13	0	13	0
Grade 1	264	13	20.3	20.2	263	13	20.2	263	13	20.2	264	13	20.3	265	13	20.4	265	13	20.4	13	0	13	0
Grade 2	297	14	21.2	21.9	306	14	21.6	303	14	21.9	308	14	22	308	14	22	308	14	22	14	0	14	0
Grade 3	272	12	22.7	22.8	273	12	22.7	272	12	22.5	269	12	22.4	273	12	22.8	274	12	22.8	12	0	12	0
Grade 4	323	14	23.1	22.9	321	14	23	322	14	22.9	322	14	23	322	14	23	321	14	22.9	14	0	14	0
Grade 5	305	12	25.4	25.7	308	12	25.8	310	12	25.7	307	12	25.6	306	12	25.5	307	12	25.6	12	0	12	0
Grade 6	326	15	21.7	21.6	324	15	21.5	323	15	21.6	325	15	21.7	331	15	22.1	333	15	22.2	15	0	15	0
Grade 7	346	15	23.1	23.3	350	15	23.3	349	15	23.3	349	15	23.3	353	15	23.5	353	15	23.5	15	0	15	0
Grade 8	323	15	21.5	21.4	321	15	21.5	322	15	21.3	317	15	21.1	316	15	21.1	319	15	21.3	15	0	15	0
**Self Contained	159	17.5	9.1	9.4	164	17.5	9.8	172	17.5	10	179	17.5	10.2	179	17.5	10.2	184	17.5	10.5	17.5	0	17.5	0
Totals	3035				3058			3066		3068	3072		3088		3101						0		0

X11-C

* ACS - Average Class Size
** Self Contained Figures Include Pre-K

5

Hamilton Township
School District

Superintendent's List
and
Principal's List

3rd Marking Period
2016-2017

William Davies Middle School
Marking Period 3

Principal's List
Grade 6
2016-2017

Kaylani Adams
Morgan Baggstrom
Joshua Barber
Mia Barber
Michelle Bethea
Dominic Birch
Breanna Blisard
Ivan Bolf
Heidi Booth
Raphael Bova
Ava Broadbent
Tyion Bunch
Hanna Bybee-Pierce
Isabella Cairone
Catherine Capone
Andres Chavolla
Brandon Cinkowski
Dylan Collins
Hildaliz Colon-Burgos
Zahir Davis Roberts
Jonathan Day
Angelo DiBartolo
Breanna DiCola
Lillian Dirkes
Phuc Do
Xavier Dublin
Alex Elrasoul
Morgan Emper
Melanie Espichan Huamani
Thomas Faust
Aissa Ferebee Davis
Angela Fisher
Anaya Fitzpatrick
Michael Giacobbe
Mia Gonzalez Leonor
Mia Gonzalez-Barahona
Develin Grant
Ahnya Grate
Shania Hampton
Ah'Miyah Harris
Kyle Heck
Dominick Hennings
Melanie Hernandez
Xavier Hernandez
Kiley Hernon
David Hightower
Destiny Hoff
Aidan Inman

Arriana Johnson
Gabriella Kuhns
Nikoloz Kurtanidze
Mason Kurtz
Skylar Leary
Theresa Leary
Vanessa Lee
Frank Limato
Jayden Llanos
Sophia Claudette Magadia
Gianni Mammana
Jeffrey Marano
Melissa Maulone
Samantha Mayer
Dylan McClain
Jade McCoy
Zaya McCoy
Michael McGrath
Brooke Meisenhelter
Gabriel Miranda
Adriell Montalvo-Narvaez
Juliana Moss
Joshua Mozelle-Maldonado
Elisa Munoz
Tori Newman
Judith Nunez
Charlie Peter Odhiambo
Marcial Orellana Rodriguez
Edward Ottepkka
Kyara Paduani Gonzalez
Ashley Paladines
DeJuan Palmer
Carlotta Pappas
Cody Patterson
Anna Pedano
Madison Pell
Amalinaly Pemberton
Nellieth Penzo-Castro
Briana Perez Solana
Francesca Pollara-Parsons
Joseph Ponzetti
Evan Power
Thomas Prychka
Jayla Reynolds
NaJilah Rhodes
Annie Rodriguez
Saamiah Salman
Eduardo Sarmiento Sosa

Mia Scafario
Ethan Scattone
Jacob Scheeler
Katheryn Scheeler
Cierra Schuster
Dashon Scriven
Breanna Smith
Lillea Soreth
Yomarielis Valentin
Anthony Vance
Elizabeth Vaughan
Patricia Vaughan
Nacir Walker
Sicity Webb
Caleb White
Bryana Williams-Aikens
Xavier Wilson
Jonathan Wootton
Arianna Young

Principal's List
Grade 7
2016-2017

Ayden Adair
Paige Aiken
Sanija Aikens
Dustin Anderson
Gunnar Angier
Hollie Aponte
Jaheem Austin
Emily Badger
MaKenzie Baggstrom
Marissa Baggstrom
Qua'Nasia Bailey
James Baltz
Nathaly Barahona
Ryan Bendixen
Breanne Berti
Alexia Bey
Kylie Blount
Abria Bosket
Kacey Bowen
Alanna Boyle
Ethan Brasher
Tyler Butler
Christopher Caracci
Andres Carpio Rodriguez
Ashlee Carr
Kelsie Cavileer
Thomas Cawley
Kyla Charles
Tammy Chau
Alana Cormier
Rachel Corson
Andrew Costantini
David Cressman
Jared Curtis
Isabella Darcy
Duane Davis
Hannah Derringer
Mia DiDomizio
Jaquan Dublin
ZoeJayne Duncan
Sara Duran
LaNirah Elliott
Kyle Jonah Espina
Junious Felder
Felix Feliciano Alvarado
Lauren Findeison
Kylie Foggan
DeShaun Gaines

Ethan Gale
Mico Adam Gaminde
Illiana Gonzales
Sydney Groen
Zoey Gromadzyn
Takaiyah Hadi Hill
Caleb Hamilton
Owen Haugan
Justin Hawkins
Gavin Healy
Paolo Antonio Hermoso
Kylie Higbee
Nasir Hill
Cali Holak
Hogan Horsey
Xander Hutcherson
Cara Irwin
Gabrielle Kaminski
Cassandra Katten
Mackenzie Kimmelman
Nirshanth Kiritharan
Olivia Labastida
Devin Lally
Melanie Lantigua
Marc Larson
Kenneth Leary
Cereya Lee
Paige Levy
Rinalize Lim
Joshua Lively
Brianna Lopez
Allan MacQueen
Annrei Makiling
Mazzie Maneri
Neilah March
Vincent Marco
Frederick McClean-Barker
Danasha McNair
Ranasha McNair
Breanna Miller
Heidi Monhollen
Nichole Moradel
Jacob Morrison
Wesam Moughrabi
Alivia Mullery
Thomas Munyon
Jaiden Navratil
Dylan Nefferdorf

Lucas Neugent
Andrew Ogunjimi
Alexandria Osunniyi
Erin Owens
Joshua Palmer
Salvatore Palmeri
Bradley Pao
John Parmenter
Dominic Peranio
Laura Phillips
Jalon Pitts
Amelia Pullano
Jose Ramirez
Alexa Raymond
Learis Rivera-Sanchez
Elijah Robertson
Naomi Rodriguez
William Roller
Chase Ross
Ethan Rowley
Keagan Samuel
Anthony Sansone
Carlos Santiago
Trishana Sathiyanesan
Rachael Schrier
Jaclyn Scull
Jayda Shehadi
Thomas Small
Samarah Smiley
Brennen Smith
Gabrielle Smith
Thomas Stard
Hailey Super
Salese Sydnor
Olivia Thies
Abigail Tunney
Thomas Van
Ashley Vargas
Jason Velez
Colin Veltri
Angeline Weah
Joslynn Whaley
Tina Whaley
Janiyah Wheeler
Vanessa Wickliff
James Williams

William Davies Middle School
Marking Period 3

Principal's List
Grade 8
2016-2017

Mohamed Abdalla	Kaya Hamilton	Luis Robles
Jayden Anaya	Ar'Ron Harris	Jocelyn Rodriguez Navarro
Shane Arrera	Joshua Hartman	Cyrus Rodriguez
Asembo Augo	Ja Maine Hawkins-Davenport	Letishca Rodriguez
Nyla Ausborn	Jason Hearn	Kelsie Ross
Carlos Barahona Cardona	Brian Hoang	Grace Rowley
Brianna Batista	Mason Horsey	Aja Saint Surin
Catheryne Bertrand-Hernandez	Cameron Jackson	Sabrina Salman
Jazzmin Bethel	Kyree Jackson	Dale Scheeler
Zoey Booth	Grant Johnson	James Scribner
Autumn Bott	Kieran Kerrigan	Jayden Shertel
Andre Boyer	Dylan Kurtz	Xavier Simms
Amaziah Bradshaw	Jasmine LeClair	Logan Skinner
Johnathan Brittain	Ryan Liberty	Samantha Spica
John Brown	Madison Lockwood	Jackson Stone
Julianna Brown	Sean Lynch	Rachel Stuber
Bryson Bugdon	DaShawn Mallory	Steven Szabo
Jake Burnett	David Martinez	Belinda Thoumma
Rachel Bustard	Andrew Matchett	Hayleigh Tillet
Jacob Casiano	Kianna Maynard	Lisandra Torres
Dicky Chen	Hannah McCardell	Dominic Totoro
Salvatore Chiamonte	Emma McErlain	Da'Shon Tucker
Jacob Cogswell Martelli	Leah McPhillips	Sarai Tunstall Wynn
Andrew Constantino	Christian Mezquita	Jason Turfus
Keira Couplin	Antonia Monroe	Michael Vasquez Hoyos
Sadie Crispell	Rebekah Monroe	Matthew Vega
Hannah Curcio	Brooke Morris	John Walker
Luke Legrand Dato	Sage Muhammad-Allmond	Evan Walsh
Shaunajah Davis Roberts	Natalie Napoli	Iyanna Washington
Gabriella Dayton	Tiffany Nelson	Heldreth Yu
Billy Dennison	Jahniya Nesbitt	Clare Zhang
Arianny Diaz	Joshua Nguyen	
Nicholas DiDomizio	Jeremie Ocasio	
Gianna DiGregorio	Yonis Ochoa Ozoria	
Jalen Dunson	Abraham Olanrewaju	
Julien Dunson	Tianna Ortiz	
Courtney Earle	Nathaniel Palmeri	
Sarah Eaton	Amirah Parks	
Charles Ellis	Isabella Previti	
Tonja Falls	Anthony Ramos	
Geovanny Feliciano	J. Anthony Redd	
David Flippen	LaNiyah Reed	
Renee Flores	Sosha Reese	
Christopher Fowler	Jacob Reingruber	
Jose Fuentes	AiJohnnie Rembert	
Tathiana Garcia	Jessica Restrepo	
Alexa Goode	Kaelyn Risley	
Robert Gunter	Naya Rivera	

Superintendent's List
Grade 6
2016-2017

Donnalyn Alcantara	Rosalie Jogno
Tyler Ali	Hailey Johnson
Carly Angelo	Katelyn Kusnirik
NaaKwama Ankrah	Samantha Ky
Sophia Asselta	Kate McAvaddy
Sirin Baniya	Judah McIntosh
Elizabet Bogomolova	Jacob Merlino
Angelica Bonilla	Molly Mulligan
Abrielle Bouchacourt	Madaline Muuo
Tia Bryan	James Nilsen
Yvonne Buason	Angelina Oberc
Dylan Chan	Rishil Patel
Pharah Clark	Benjamin Pham
Ariella Curtidor	Derick Reynosa
Sebastian Duran	Isabella Riccardi
Kieralyn Edmunds	Jonathan Rivera
Michelle Esochaghi	Juan Rodriguez
Diego Estrada	Tyler Rosado
Anthony Farrell	Stephanie Ruales
Brian Flynn	Jordanlyn Rubino
Nicholas Foell	David Sampedro
Mya Ford	Zachary Sandman
Dustin Foulke	Cierra Sansone
Miles Francis	Cheyenne Schwenker
Kaory Fuentes Calle	Julia Shulby
Makenzie Gallagher	Adam Smith
Yorlery Garcia Lara	Surgoe Soliman
Gioneli Garcia	Joshua Stangl
Gwenevere Gatto	Mary Statile
Hailey Giordano	Jenna Thomas
Lucas Grdic	Savannah Thompson
James Guido	Ranyah Torres
Robert Hare	Madison Ventura
Samantha Hassa	Lauren Waldron
Michaela Hearn	Carys White
Isabella Hedrich	Holly Zajack
Tiffany Higginbotham	
Aidan Hipple	

Superintendent's List
Grade 7
2016-2017

Justine Angela Alumia	Talya Leap
Amari Anaya	Nicolas Luciano
Ciyana Archetto	Nathan Mangold
Gryphon Beyer	Scarlett McCourt
Jeremy Black	Jared Miller
McKenna Blair	Tyler Mong
Ean Boakes	Jaylin Moore
Madelyn Boyle	Varsha Mudaliar
Juliana Calderon	Kaylah Muhammad
Nicole Carpenter	RaMar Neely Wilson
Haley Citron	Jasmine Nguyen
Kelsey Compton	Anne Olanrewaju
Mikail Cuerquis	Jordan Palmeri
Katerina Dainton	Peter Parlagreco
Madeline Davis	Anthony Pecikonis
Makayla Duffly	Anthony Petrongolo
Christopher Dunn	Joseph Petrongolo
Angela Ebert	Tess Petrongolo
Olivia Edmonds	Madeline Richards
Thomas Fisher	Emma Robinson
Julian Frank	Jacob Ruchser
Dasani Fuentes	Katerina Sampedro
Demyana Gerges	Tanya Sharma
Michael Giordano	Aila Shelley
Parker Grace	Isabelle Signorello
Heather Harding	Franklin Simms
Abhisha Hariharan	Isabella Snodgrass
Katelin Haye	Amiyah Stephens
David Khiem Hoang	Hannah Tran
Evelyn Husta	Mikayla Tropiano
Beatriz Halle Ibale	Izabella Williamson
Isabella Imperatore	William Willman
John Iside	Jonathan Yuen
Leilanie Jogno	Ava Zabelski
Morgan Kahn	
Oliver Kiszewski	
Wasif Labib	
Martha Lake	

Superintendent's List
Grade 8
2016-2017

Andrew Barrera	Daniel Mendez
Brix Baylon	Chanel Mitchell
Erika Biasini	Mahika Mitchell
Cassandra Booth	Paige Mlynarczyk
Nadia Bougioukas	Skyler Mooney
Alexis Cabrera	Rebecca Munyon
Mariah Cook	Alec Murdock
Gabrielle Corchiani	Zymir Newman
Brielle Curtin	Isaiah Newsome
Alexi Elwood	Pamir Fiona Pahang
Adaeze Esochaghi	Lola Pham
Steven Flickinger	Alexi Phommathep
Giana Fortson	Stephanie Power
Cheyenne France	Zachary Roeder
Saloni Garg	Desiree Roller
Megan Gaskill	Grace Schenker
Isabella Gatto	Delaney Spano
Makayla Green	Shelby Spica
Jessica Guido	Rebecca Statile
Cliff Hamler	Jonah Telesca
Abigail Harvie	Abigail Thompson
Justin Haye	Maxwell Tran
Kaylee Hernandez	Lauren Ulland
Aryona Holland	Adriana Vargas
Mariely Horenberger	Na'Jualin Velazquez
Fiona Hua	Lauren Walden
Michael Hudson	Emily Weber
Jayden Jones	Alexander Wilson
Siheam Jones	
Devin Jurasik	
Brandon Kang	
Larissa Lai	
Sarah Laskowski	
Lauren Liberty	
Colin Macrie	
Gia Marini	
Sarangelis Marrero-Sanchez	
Ariel McAllister	
Matthew McClay	

BYLAW GUIDE

INTRODUCTION
0000.01/page 1 of 5
Feb 17
M

[See POLICY ALERT Nos. 199 and 211]

[For Districts with a Bylaw and Policy Manual]

0000.01 INTRODUCTION

Definitions

The following terms used in these bylaws and policies shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Hamilton Twp.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is _____
(Superintendent or Chief School Administrator).

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey **Student Learning Standards** ~~Core Curriculum Content Standards and the Common Core State Standards~~ initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other national organizations.

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district. ~~“Executive County Superintendent” means the “County Superintendent.”~~

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.



BYLAW GUIDE

INTRODUCTION
0000.01/page 2 of 5

“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“New Jersey Student Learning Standards” or “NJSLs” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.



BYLAW GUIDE

INTRODUCTION
0000.01/page 3 of 5

“Professional employee” means a teaching staff member.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws and policies:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws and policies conflict with one another, the later adopted bylaw or policy shall take precedence over the earlier, and the more specific bylaw or policy shall take precedence over the more general;



BYLAW GUIDE

INTRODUCTION
0000.01/page 4 of 5

4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw or policy will become effective on the date it is adopted and a revised bylaw or policy will become effective on the date it is revised.

Citations

Bylaws and policies may contain citations to the following codifications of State and Federal laws and regulations:

1. **United States Code Statutes - U.S.C.**
~~20 U.S.C.A. Education~~
2. **United States Regulations - Code of Federal Regulations (C.F.R.)** ~~34 C.F.R. Education~~
3. **New Jersey Statutes**
N.J.S.A. 2C Code of Criminal Justice
N.J.S.A. 9 Children-Juvenile and Domestic Relations
N.J.S.A. 10 Civil Rights
N.J.S.A. 11 Civil Service
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A Education
N.J.S.A. 19 Elections
N.J.S.A. 24 Food and Drug
N.J.S.A. 26 Health and Vital Statistics
N.J.S.A. 27 Highways
N.J.S.A. 30 Institutions and Agencies
N.J.S.A. 34 Labor and Worker's Compensation
N.J.S.A. 36 Legal Holidays
N.J.S.A. 39 Motor Vehicles and Traffic Regulation
N.J.S.A. 41 Oaths and Affidavits
N.J.S.A. 45 Professions and Affidavits
N.J.S.A. 47 Public Records



8

BYLAW GUIDE

INTRODUCTION
0000.01/page 5 of 5

N.J.S.A. 52 State Government, Departments, and Officers
N.J.S.A. 53 State Police
N.J.S.A. 54 Taxation
N.J.S.A. 59 Tort Claims

4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law
N.J.A.C. 6 & 6A Education
N.J.A.C. 8 Health
N.J.A.C. 10 Human Services
N.J.A.C. 13 Law and Public Safety
N.J.A.C. 17 Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education.

Enactment

The official record of the adoption, amendment, or repeal of the bylaws and policies of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the policy manual shall be maintained by the Board Secretary and shall be the manual to which all others may be compared for accuracy.

Reference

~~References to previous bylaws and policies indicate the code designation of like matter in the previous codification of the bylaws and policies of this district.~~



BYLAW GUIDE

INTRODUCTION
0000.02/page 1 of 5
Feb 17
M

[See POLICY ALERT Nos. 199 and 211]

[For Districts with a Bylaw, Policy and Regulation Manual]

0000.02 INTRODUCTION

Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Hamilton Twp

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is _____
(Superintendent or Chief School Administrator).

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey Student Learning Standards ~~Core Curriculum Content Standards and the Common Core State Standards initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other national organizations.~~

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district. ~~“Executive County Superintendent” means the “County Superintendent.”~~

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.



BYLAW GUIDE

INTRODUCTION
0000.02/page 2 of 5

“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“New Jersey Student Learning Standards” or “NJSLs” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.



BYLAW GUIDE

INTRODUCTION
0000.02/page 3 of 5

“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;



BYLAW GUIDE

INTRODUCTION
0000.02/page 4 of 5

4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. United States **Code Statutes – U.S.C.**
~~20 U.S.C.A. Education~~
2. United States Regulations – **Code of Federal Regulations (C.F.R.)** ~~34 C.F.R. Education~~
3. New Jersey Statutes
N.J.S.A. 2C Code of Criminal Justice
N.J.S.A. 9 Children-Juvenile and Domestic Relations
N.J.S.A. 10 Civil Rights
N.J.S.A. 11 Civil Service
N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A Education
N.J.S.A. 19 Elections
N.J.S.A. 24 Food and Drug
N.J.S.A. 26 Health and Vital Statistics
N.J.S.A. 27 Highways
N.J.S.A. 30 Institutions and Agencies
N.J.S.A. 34 Labor and Worker's Compensation
N.J.S.A. 36 Legal Holidays
N.J.S.A. 39 Motor Vehicles and Traffic Regulation
N.J.S.A. 41 Oaths and Affidavits
N.J.S.A. 45 Professions and Affidavits
N.J.S.A. 47 Public Records



BYLAW GUIDE

INTRODUCTION
0000.02/page 5 of 5

N.J.S.A. 52 State Government, Departments, and Officers
N.J.S.A. 53 State Police
N.J.S.A. 54 Taxation
N.J.S.A. 59 Tort Claims

4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law
N.J.A.C. 6 & 6A Education
N.J.A.C. 8 Health
N.J.A.C. 10 Human Services
N.J.A.C. 13 Law and Public Safety
N.J.A.C. 17 Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Board Secretary and shall be the manual to which all others may be compared for accuracy.



REGULATION GUIDE

INTRODUCTION
0000.03/page 1 of 4
Feb 17
M

[See POLICY ALERT Nos. 199 and 211]

[For Districts with a Separate Regulation Manual]

0000.03 INTRODUCTION

A. Definitions

The following terms used in these regulations have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of _____.

“Chief School Administrator” means the Chief Executive Officer of this school district (see "Superintendent").

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey **Student Learning Standards** ~~Core Curriculum Content Standards and the Common Core State Standards initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other national organizations.~~

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district. ~~“Executive County Superintendent” means the “County Superintendent.”~~

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.

“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”



REGULATION GUIDE

INTRODUCTION
0000.03/page 2 of 4

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“New Jersey Student Learning Standards” or “NJSLs” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.



REGULATION GUIDE

INTRODUCTION
0000.03/page 3 of 4

“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, "Superintendent" means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

B. Construction

The following rules of construction apply to these regulations:

1. Wherever possible, language will be given its clear and ordinary interpretation;
2. Language will be construed to have a meaning that complies with law;



REGULATION GUIDE

INTRODUCTION
0000.03/page 4 of 4

3. In the event that regulations conflict with one another, the later approved regulation will take precedence over the earlier, and the more specific regulation will take precedence over the more general;

4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

C. Effectuation

Except as may otherwise be expressly provided, a new or revised regulation will become effective on the date it is issued by the Superintendent or approved by the Board as provided in Bylaw No. 0132.

D. Severability

If any part of this regulation manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are revised by the Superintendent and/or Board of Education, as applicable.



POLICY GUIDE

PROGRAM
2320/page 1 of 1
Independent Study Programs
Feb 17

[See POLICY ALERTS Nos. 181 and 211]

ABOLISHED

2320 INDEPENDENT STUDY PROGRAMS

~~The Board of Education authorizes an independent study program aimed at achieving the Core Curriculum Content Standards for promotion and graduation purposes in accordance with the requirements of N.J.A.C. 6A:8-5.1(a)ii.~~

~~An independent study program and appropriate assessments shall be planned for individuals and/or a group based on specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards. The Principal shall certify completion of the independent study program based on specific instructional objectives.~~

~~The Principal may utilize a performance or competency assessment to approve student completion of an independent study program, including those occurring all or in part prior to the student's high school enrollment.~~

~~A group independent study program shall be approved in the same manner as other approved courses. Independent study programs shall be on file in the school district and subject to review by the Commissioner of Education or designee.~~

~~N.J.A.C. 6A:8-5.1 et seq.~~

Adopted:



POLICY GUIDE

PROGRAM
2415.06/page 1 of 16
Unsafe School Choice Option
Feb 17
M

[See POLICY ALERT Nos. 167 and 211]

2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The ~~Unsafe School Choice Option (USCO)~~ USCO provision under the ESSA of ~~The No Child Left Behind Act of 2001 (NCLB)~~ §9532 contains two provisions that apply to school districts that receive funds under ESSA NCLB: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving NCLB ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of ~~NCLB~~ and this ~~Unsafe School Choice Option~~ USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA NCLB. The Superintendent is required to certify compliance with this USCO Policy to the ~~New Jersey Department of Education (NJDOE)~~ in the application for ESSA NCLB funds.

USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining PDS Persistently Dangerous Schools.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the ~~New Jersey Department of Education (NJDOE)~~ for three consecutive years and is part of a school district that receives funds under ESSA NCLB. The NJDOE will use the most current available data from the Electronic Violence and Vandalism Reporting System (EVVRS) to identify ~~persistently dangerous schools~~ PDS on or before July 31 of each year, ~~in compliance with Federal regulations (68 FR 16789).~~



POLICY GUIDE

PROGRAM
2415.06/page 2 of 16
Unsafe School Choice Option

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of the notice** and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that **have not been identified as low performing, under the State's ESSA accountability system are making adequate yearly progress in accordance with NCLB and have not been identified as being in need of school improvement, corrective action or restructuring.** When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may will take into account the needs and preferences of the affected students and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE, ~~on or before August 25,~~ documentation of compliance with the parent



POLICY GUIDE

PROGRAM
2415.06/page 3 of 16
Unsafe School Choice Option

notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. **Additionally, the district is required to will also develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the schools with guidance for its their corrective action plans, as well as monitor the school district's timely completion of the approved plans.**

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing **its their** corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining ~~persistently dangerous schools (PDS)~~. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by **September 30** ~~August 25~~ of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of notice** and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year **in accordance with 2. above.**

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by **evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect and in accordance with guidance provided by the NJDOE.**



94

POLICY GUIDE

PROGRAM
2415.06/page 4 of 16
Unsafe School Choice Option

4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

~~Effective in 2004, If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of their pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit to the NJDOE for approval a school safety plan to the NJDOE a corrective action plan on or before September 30 of the same year, which will apply to the respective school year. The school safety corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the an early warning school with guidance for its their school safety corrective action plan, as well as monitor the school's timely completion of the approved plan. This school shall become a top priority for intensified district support for research-based programs and technical assistance. A school receiving an "early warning" notice is not required to provide the transfer option to students.~~

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing ~~its their corrective action~~ **school safety plan** and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining **PDS** ~~persistently dangerous schools~~. ~~The s~~Schools will be notified of ~~its their~~ status on or before July 31 of the respective year.



POLICY GUIDE

PROGRAM
2415.06/page 5 of 16
Unsafe School Choice Option

A school that ~~has successfully completed their Corrective Action Plan and reported violent incidents that~~ no longer meets the ~~c~~Criteria for Determining PDS Persistently Dangerous Schools for one school year, (the year in which the **school safety corrective action** plan was in effect), will no longer be required to submit a **school safety Corrective Action pPlan**.

A school that **meets the criteria for PDS** ~~does not successfully complete their Corrective Action Plan and that meets the criteria set forth in this Policy~~ for a third consecutive year will be designated as persistently dangerous and will be required to submit for approval a ~~revised c~~Corrective ~~a~~Action **pPlan** on or before September 30 of that year, which will apply to the respective school year. ~~The district will also~~ **and** provide the transfer option to students in the school designated as persistently dangerous.

5. Schools Not Receiving ESSA NCLB Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under ~~ESSA NCLB~~, but meet any one of the criteria for **PDS persistently dangerous schools**, will be contacted by the NJDOE and be required to develop and submit for approval a **school safety Corrective Action pPlan** on or before September 30 of the respective year. The **school safety Corrective Action pPlan** must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school **with** guidance for ~~its their~~ **school safety Corrective Action pPlan**, as well as monitor the school's timely completion of the approved plan.

Optional

[Only required for Regional Day Schools, Special Services School Districts, and Educational Services Commissions:

6. Special Schools Meeting the Criteria for PDS.



POLICY GUIDE

PROGRAM
2415.06/page 6 of 16
Unsafe School Choice Option

Regional Day Schools, Special Services Districts, and Educational Services Commissions that meet ~~any one of the~~ criteria for **PDS** ~~persistently dangerous schools~~ will not be identified as such, but will be contacted by the NJDOE and required to develop and submit for approval a **school safety Corrective Action pPlan** on or before September 30 of the respective year. The **school safety Corrective Action pPlan** must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school with guidance for their **school safety corrective action** plan, as well as monitor the school's timely completion of the approved plans.]

USCO Policy Provision II – Victims of Violent Criminal Offenses

The **Unsafe School Choice Option** ~~Victim of Violent Criminal Offenses~~ provision under the ~~of NCLB~~ ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)123*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:



POLICY GUIDE

PROGRAM
2415.06/page 7 of 16
Unsafe School Choice Option

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
 - (1) Law enforcement officials have filed formal charges against the **offender(s) perpetrator(s)** for commission of the violent crime; or
 - (2) The **offender(s) perpetrator(s) of the violent crime has received sanctions in accordance with the Board of Education's Code of Student Conduct been disciplined in accordance with school policy;** or
 - (3) The **offender(s) perpetrator(s) of the violent crime** either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
 - (4) The pre-existence of a restraining order against the **offender(s) perpetrator(s) of the violent crime.**

2. Procedures and Guidelines

Effective the first day of each school year ~~beginning in 2003~~, the district must be prepared to begin the transfer of any student who chooses to exercise the **individual unsafe school** choice option provision. The district must offer, within **fourteen ten** calendar days **of the incident**, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.



98

POLICY GUIDE

PROGRAM
2415.06/page 8 of 16
Unsafe School Choice Option

To the extent possible, the district will allow any transferring student to transfer to a school that **has not been identified as low performing, is making adequate yearly progress in accordance with NCLB under the State's ESSA accountability system and has not been identified as being in need of school improvement, corrective action or restructuring.** In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district ~~may~~ will take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as well as ~~threats and~~ attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the a school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of a the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups. ~~For the purposes of this Unsafe School Choice Option Policy, the term "victim" shall not include a student who purposely, knowingly or recklessly provokes the conduct constituting the criminal incident against him or her.~~

4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual



POLICY GUIDE

PROGRAM
2415.06/page 9 of 16
Unsafe School Choice Option

provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Unsafe School Choice Option Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A **student person** is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(a)(1)(1-3) and 2C:12-1(Bb)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim [~~N.J.S.A. 2C:12-1(a)(1)~~]; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon [~~N.J.S.A. 2C:12-1(a)(2)~~, N.J.S.A. 2C:12-1(b)(2) and N.J.S.A. 2C:12-1(b)(3)]; attempts by physical menace to put the victim in fear of imminent serious bodily injury [~~N.J.S.A. 2C:12-1(a)(3)~~]; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded. [~~N.J.S.A. 2C:12-1(d)(4)~~].
- c. ~~Aggravated Sexual Assault~~ [N.J.S.A. 2C:14-2] - A **student person** is a victim of a **sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of aggravated sexual assault when the actor commits an act of sexual penetration with the victim under any of the following circumstances:**
 - (1) The victim is less than thirteen years old.
 - (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.



100

POLICY GUIDE

PROGRAM

2415.06/page 10 of 16

Unsafe School Choice Option

(3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.

(4) The actor uses physical force or coercion.

(5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.

~~(a) At least thirteen, but less than sixteen years old; and~~

~~(i) The actor is related to the victim by blood or affinity to the third degree; or~~

~~(ii) The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional or occupational status; or~~

~~(iii) The actor is a foster parent, a legal guardian or stands in loco parentis within the household.~~

~~(3) The act is committed on the victim during the commission, or attempted commission, whether alone or with one or more persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape.~~

~~(4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object on the victim.~~

~~(5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion on the victim.~~



POLICY GUIDE

PROGRAM
2415.06/page 11 of 16
Unsafe School Choice Option

~~(6) The actor uses physical force or coercion and severe personal injury is sustained by the victim.~~

~~(7) The victim is one whom the actor knew or should have known was physically helpless, mentally defective or mentally incapacitated.~~

~~5. Sexual Assault A person is a victim of a sexual assault when:~~

~~a. The actor commits an act of sexual contact with a victim who is less than thirteen years old and the actor is at least four years older than the victim; or~~

~~b. The actor commits an act of sexual penetration with a victim under any of the following circumstances:~~

~~(1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury.~~

~~(2) The victim is at least sixteen but less than eighteen years old.~~

~~(3) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim.~~

~~(4) The victim is at least thirteen but less than sixteen years old and the actor is at least four years older than the victim.~~

~~d6. Bias Intimidation [N.J.S.A. 2C:16-1(Aa)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:~~

~~(1)a. With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or~~



POLICY GUIDE

PROGRAM
2415.06/page 12 of 16
Unsafe School Choice Option

- (2)b. Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
- (3)e. Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
 - (a+) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
 - (b2) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
- e7. Terroristic Threat [N.J.S.A. 2C:12-3(Aa) and 2C:12-3(Bb)]
- A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under ~~this the USCO Policy Provision II~~ against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in ~~this the USCO Policy Provision II~~ under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f8. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury, or uses force upon the victim; or threatens the victim with or purposely puts the victim in fear of immediate bodily injury.



POLICY GUIDE

PROGRAM
2415.06/page 13 of 16
Unsafe School Choice Option

- g9. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time **with any of the following purposes:** to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h10. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor **purposely or knowingly** starts a fire or causes an explosion in or on the grounds of a school whereby ~~purposely or knowingly~~ the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

Miscellaneous Provisions of USCO

1. Transfer Time Period – ~~PDS Persistently Dangerous Schools~~

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.

~~Optional~~ *Include*

The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)]



POLICY GUIDE

PROGRAM
2415.06/page 14 of 16
Unsafe School Choice Option

2. Charter School Transfer Option

While ESSA NCLB permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public **local education agencies (LEA's)**, pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

3. Funding Sources for USCO

The ~~USCO Unsafe School Choice Option statute~~ law does not authorize resources specifically to help cover USCO costs **associated with transferring a student from a PDS**. However, under certain circumstances Federal funds may be used. For example, **ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)]** may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home [~~Section 4115(b)(2)(E)(v)~~]. In addition, ~~SDFSCA~~ **ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)]**



POLICY GUIDE

PROGRAM
2415.06/page 15 of 16
Unsafe School Choice Option

funds may be used to help cover costs such as tuition or transportation related to the ~~USCO Unsafe School Choice Option~~ or expansion of public school choice [~~Section 5121(8) and 5131(12 and (25))~~].

4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district

[Optional

_____ is not required to transfer the student to a school outside the school district.

or

~~_____~~ will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.]

~~[Optional~~ *Include*

6. The district will offer students the transfer option if they do not meet the criteria for determining victims of violent criminal offenses under the ~~USCO Policy Provision II~~ as one response for providing relief to students whose victimization has affected their safety and ability to learn.]

~~Under the Federal regulations (68 FR 16789), this Policy only applies to offenses that occur in the 2003—2004 school year and thereafter. Beginning with the 2004—2005 school year, the district must provide the transfer option to victims of violent criminal offenses that occurred in the previous school year, if the determination that the student was a victim was made thirty days or fewer before the end of the school year.~~



POLICY GUIDE

PROGRAM
2415.06/page 16 of 16
Unsafe School Choice Option

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period. ~~requires a public hearing in the third week in October of each year for the Superintendent to report to the Board all acts of violence and vandalism that occurred in the district during the previous school year. The public hearing shall be transcribed and kept on file in the Board of Education Office. The transcript shall be made available to the public upon request. The Board must also file the transcript with the NJDOE for review.~~

**Title VIII, Part F, Subpart 2, SEC. 8532
Every Student Succeeds Act (ESSA) of 2015**

~~No Child Left Behind Act of 2001 §9532~~

Adopted:



POLICY GUIDE

PROGRAM
2464/page 1 of 2
Gifted and Talented Students
Feb 17
M

[See POLICY ALERT Nos. 95, 153, 161, 164, and 211]

2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purposes of this Policy, "gifted and talented students" means ~~will be defined as those exceptionally able~~ students who possess or demonstrate high levels of ~~ability~~ abilities, in one or more content areas, when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

The Board ~~Superintendent~~ will develop appropriate curricular and instructional modifications ~~to be used for~~ gifted and talented students indicating content, process, products, and learning environments.

The Superintendent will develop procedures, ~~using multiple measures,~~ for an ongoing **Kindergarten through grade twelve** identification process and ~~appropriate educational challenges for gifted and talented students initiated in Kindergarten and reviewed annually through grade twelve~~ **that includes multiple measures. Multiple measures may include, but are not limited to: achievement test scores; grades; student performance or products; intelligence testing; parent, student, and/or teacher recommendation; and other appropriate measures.** The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district. ~~The~~ **These identification** procedures will be reviewed annually.

The Superintendent will take into consideration the **Pre-Kindergarten through Grade Twelve Gifted Programming Standards of the National Association for Gifted Children** in developing programs for gifted and talented students. The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to a gifted and talented students may ~~be~~ **include,**



POLICY GUIDE

PROGRAM
2464/page 2 of 2
Gifted and Talented Students

but are not limited to: **pull-out programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curricula; distance learning; advanced classes; or individual programs** infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.

Programs for ~~the~~ gifted and talented **students** will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent(s) or ~~legal guardian(s)~~ of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

N.J.S.A. 18A:61A-2; 18A:35-4.16
N.J.A.C. ~~6:37-1.1~~; 6A:8-1.3; 6A:8-3.1(a)5-
P.L. 108-382, Sec. 10201 et seq.

Adopted:



POLICY GUIDE

PROGRAM
2622/page 1 of 6
Student Assessment
Feb 17
M

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197, 205, 209, and 211]

2622 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 shall implement a system and related schedule of Statewide assessments to evaluate of student achievement **in any grade(s) and by such assessments as he or she deems appropriate.** of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner. **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.



POLICY GUIDE

PROGRAM
2622/page 2 of 6
Student Assessment

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. ~~The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State 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 PARCC 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 four.

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.



POLICY GUIDE

PROGRAM
2622/page 3 of 6
Student Assessment

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 PARCC 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).



POLICY GUIDE

PROGRAM
2622/page 4 of 6
Student Assessment

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 achievement performance after each test administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. 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;**



POLICY GUIDE

PROGRAM
2622/page 5 of 6
Student Assessment

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 as required by the New Jersey Department of Education. The Board of Education will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. 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 Core Curriculum Content NJSL Standards 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 NJSL Core Curriculum Content Standards 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 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.



POLICY GUIDE

PROGRAM
2622/page 6 of 6
Student Assessment

Parental Notification

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

~~Student Accommodations/Modifications~~

~~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 Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.~~

N.J.S.A. 18A:7C-1

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

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS
3160/page 1 of 4
Physical Examination
Feb 17
M

[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

3160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment to newly employed teaching staff member** undergo a physical examination(s) to **determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; **and hearing screening, and Mantoux test for tuberculosis.**

~~A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

Optional

[Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty a physical examination to include a health history, health screening and medical evaluation. This examination ~~pre-employment physical examination~~ shall not be

↓
Mantoux test has to be included (not part of the Atlanticare screening, our own school nurse administers it)



POLICY GUIDE

TEACHING STAFF MEMBERS
3160/page 2 of 4
Physical Examination

used to determine a candidate's disabilities. ~~This examination and~~ shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, ~~American with Disabilities Act of 1990~~. **Comprehensive fitness for duty examinations, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who receive a conditional offer of employment.]**

Optional

[Candidates for employment who have received a conditional offer of employment ~~will be~~ ~~are~~ also required to undergo psychological assessment in accordance with district ~~procedures~~ ~~regulations~~. **Psychological assessments, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who have received a conditional offer of employment.]**

Optional

[Candidates for employment who have received a conditional offer of employment ~~will be~~ required to be tested ~~The Board of Education will require testing~~ for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as ~~part of any physical examination which is required of any candidate for employment~~. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. **Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who have received a conditional offer of employment.]**

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

Fitness for Duty and Psychological Assessments are not part of our current pre-emp exam

→ current practice



POLICY GUIDE

TEACHING STAFF MEMBERS

3160/page 3 of 4

Physical Examination

→ current practice:

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy ~~may be performed~~ conducted by a physician or institution designated by the Board. ~~or, However, the candidate shall bear the cost if the examination is performed at the employee's election,~~ by a physician or institution designated by the candidate employee and approved with approval of by the Board. ~~The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.~~ In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, and ~~will be stored,~~ and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~the staff member may also choose to share section of the medical record that contains the health history may be shared with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency with the consent of the staff member.~~

board pays for the physical exam but as a cost-savings measure we might allow candidates to go to their own physician provided that it is recent and verifiable

→ is this for teachers or student teachers like interns?
↓
should be for all employees



POLICY GUIDE

TEACHING STAFF MEMBERS

3160/page 4 of 4

Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policies Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 1 of 11
Physical Examination
Feb 17
M

[See POLICY ALERT Nos. 110, 139, 141, 165 and 211]

R 3160 PHYSICAL EXAMINATION

A. Definitions

1. ~~“Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.~~
12. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
23. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
34. “Health screening” means the ~~use of testing of people,~~ using one or more diagnostic tools, to ~~test a person for determine~~ the presence or precursors of a particular disease.
5. ~~“Medical evaluation” means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~
46. “Physical examination” means the assessment of an individual’s health by a **professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.**
5. **“Physician assistant” means a health care professional licensed to practice medicine with physician supervision.**
7. ~~“Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.~~

B. ~~Employees’ Initial~~ Physical Examinations – **Candidates for Employment Who Have Received a Conditional Offer of Employment**



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3160/page 2 of 11

Physical Examination

1. ~~Each~~ **Candidates for employment who have received a conditional offer of employment newly employed teaching staff member** shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history; ~~and health screenings, and medical evaluation to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.~~

a1. ~~A health history shall be completed by the employee or by his/her physician which shall include, but is not limited to, the candidate's employee's:~~

- (1) **Past serious illnesses and injuries;**
- (2) **Current health problems;**
- (3) **Allergies; and**
- (4) **A record of immunizations.**

a. ~~Past serious illnesses and injuries;~~

b. ~~Current health problems;~~

c. ~~Allergies; and~~

d. ~~Record of immunizations.~~

b2. ~~The employee shall submit to A health screenings which shall include, but is not limited to his/her:~~

- (1) **Height;**
- (2) **Weight;**
- (3) **Pulse and respiratory rate;**
- (4) **Hearing screening;**
- (5) **Blood pressure;**
- (6) **Vision screening;**
- (7) _____;
- (8) _____.



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 3 of 11
Physical Examination

- a. ~~Height and weight;~~
- b. ~~Blood pressure;~~
- c. ~~Pulse and respiration rate;~~
- d. ~~Vision screening;~~
- e. ~~Hearing screening.~~

C. Medical Requirements Upon Employment

31. ~~Health screening~~ **A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students also include a Mantoux test for the presence of tubereulosis. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

a. ~~A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

(1) ~~Administered in a New Jersey school district from which the member has transferred, or~~

(2) ~~Administered in any place within the six months previous to the member's initial employment in this district.~~

a. **Tuberculosis testing is not required:**

(1) **For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or**



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3160/page 4 of 11

Physical Examination

- (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.
- b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.
- (1) The school district shall determine the criteria essential to document a valid religious exemption.
- cb. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements issued by of the New Jersey State Department of Health and titled School Tuberculin Testing in New Jersey.
- e. ~~If the results of the Mantoux test so indicate, the employee shall be referred for a chest X ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3160/page 5 of 11

Physical Examination

- d. ~~An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~
4. ~~A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~
25. **An individual teaching staff member may provide health-status information, including medications, that which may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.**

DC. Health Records

1. **All health records of candidates for employment who have received a conditional offer of employment and of current employees medical records, including computerized records, shall be secured, and shall be stored, and maintained separately from other personnel files.**
2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.**



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 6 of 11
Physical Examination

3. ~~The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in B.5. above.~~

ED. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Optional X - not a current practice

[FE. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. ~~Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination to include a health history, health screening and medical evaluation by a school district approved physician or institution at the Board's expense.~~
- a. ~~This pre-employment physical examination shall not be used to determine a candidate's disabilities; and~~
- b. ~~This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, American with Disabilities Act of 1990.]~~
2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**
3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**
- a. _____;
- b. _____;
- c. _____;
- d. _____.]



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 7 of 11
Physical Examination

Optional *x - not a current practice*

[G. Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment

1. **Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures.**
2. **Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**
 - a. _____;
 - b. _____;
 - c. _____;
 - d. _____.]

Optional *✓ current practice*

[HF. ~~Controlled Dangerous Substance~~ Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment

1. **Candidates for ~~employment teaching staff member positions~~, who have received a conditional offer of employment will be required to ~~must~~ complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.**
 - a. **Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A The laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing and approved by the New Jersey Department of Health.**



126

REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 8 of 11
Physical Examination

- b2. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances** ~~an initial or screening test and a confirmatory test. Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~
- c3. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all positive drug tests to determine if there is, scrutinizing them for possible alternative** a medical explanations **for the results.** The Medical Review Officer will review the candidate's medical history and **may will** conduct a medical interview **with the candidate** to determine **any the other** relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of **a an investigation regarding** positive drug tests to the **candidate applicant** and to the Superintendent. *or designated administrator*
- d4. The ~~American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
- e5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 9 of 11
Physical Examination

- (1)a- It must be job-related and cannot be met with reasonable accommodation;
- (2)b- It must be consistent with the demonstrated necessity of conducting business; and
- (3)e- It must be related to legitimate job criteria.

f6. The school district (~~shall~~/may) refuse to hire a candidate ~~an applicant~~ based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action (~~shall~~/may) be taken even if the candidate applicant claims he/she recently stopped illegally using drugs.

~~27. The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation liability.~~

3. **Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

all candidates

- a. _____;
- b. _____;
- c. _____;
- d. _____.

Optional

~~IG. Candidates Records Review of Examinations and Assessments~~



128

REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 10 of 11
Physical Examination

1. ~~All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~
 - a. ~~Kept separate from a candidate's personnel file;~~
 - b. ~~Kept in a locked cabinet in a central school district location; and~~
 - c. ~~Accessible only to the Superintendent and/or designee.~~

12. ~~The results records of the physical examination of a candidate's for employment who has received a conditional offer of employment physical examination will be reviewed by submitted to the school physician medical inspector, who, in consultation with the Superintendent, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application~~

3. ~~A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with §D.~~
 - a. ~~If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~
 - b. ~~If the candidate is not employed by this district within one year _____ (period of time), the records will be destroyed.]~~

J. Rescinding a Conditional Offer of Employment - Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;

← our school physician, Dr. Goldman, does not review pre-emp physical exam for us

AtlantiCare or other designated facility



REGULATION GUIDE

TEACHING STAFF MEMBERS
R 3160/page 11 of 11
Physical Examination

- b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
- c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4160/page 1 of 4

Physical Examination

Feb 17

M

[See POLICY ALERT Nos. 97, 103, 110, 139, 165, 175 and 211]

4160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment** to ~~newly employed support staff member~~ undergo a physical examination(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening; ~~and Mantoux test for tuberculosis.~~

~~A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

Optional

[Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty a physical examination to include a health history, health screening and medical evaluation. This examination ~~pre-employment physical examination~~ shall not be

-
-> Mantoux test has to be included (not part of the Atlanticare screening, our own school nurse administers it)



POLICY GUIDE

SUPPORT STAFF MEMBERS
4160/page 2 of 4
Physical Examination

used to determine a candidate's disabilities. ~~This examination and~~ shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA P.L. 101-336, American with Disabilities Act of 1990. **Comprehensive fitness for duty examinations, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who receive a conditional offer of employment.]**

Optional x

[Candidates for employment who have received a conditional offer of employment ~~will are~~ also required to undergo psychological assessment in accordance with district ~~procedures regulations~~. **Psychological assessments, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who have received a conditional offer of employment.]**

Optional ✓ *Current practice*

[Candidates for employment who have received a conditional offer of employment ~~will be required to be tested~~ ~~The Board of Education will require testing~~ for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 ~~as part of any physical examination which is required of any candidate for employment~~. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. **Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all _____, _____, _____, and _____ candidates for employment who have received a conditional offer of employment.]**

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

Fitness for Duty and Psychological Assessments are not part of our current pre-emp exam



POLICY GUIDE

SUPPORT STAFF MEMBERS

4160/page 3 of 4

Physical Examination

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy ~~may be performed~~ ~~conducted~~ by a physician or institution designated by the Board. ~~or, However, the candidate shall bear the cost if the examination is performed at the employee's election,~~ by a physician or institution designated by the candidate ~~employee and approved with approval of by the Board.~~ The cost of any such ~~examination conducted by the physician or institution designated by the Board shall be borne by the Board.~~ The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be stored,~~ and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share ~~section of the medical record that contains the health history may be shared~~ with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency with the consent of the staff member.

→ current practice: board pays for the physical exam but as a cost-saving measure we might allow candidates to go to their own physician provided that it is recent and verifiable

→ should be for all employees



POLICY GUIDE

SUPPORT STAFF MEMBERS
4160/page 4 of 4
Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 43161 or disability in accordance with Policies Nos. 43425 and 43435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 et seq.
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



134

REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 1 of 11

Physical Examination

Feb 17

M

[See POLICY ALERT Nos. 110, 139, 141, 165 and 211]

R 4160 PHYSICAL EXAMINATION

A. Definitions

1. ~~“Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.~~
12. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
23. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
34. “Health screening” means the use of testing of people, using one or more diagnostic tools, to test a person for determine the presence or precursors of a particular disease.
5. ~~“Medical evaluation” means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~
46. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. ~~“Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.~~

B. ~~Employees’ Initial~~ Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 2 of 11

Physical Examination

1. ~~Each~~ **Candidates for employment who have received a conditional offer of employment** ~~newly employed support staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history; ~~and health screenings, and medical evaluation to~~ **determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).** The candidate for employment will be provided the Board's requirements for the physical examination.

a1. ~~A health history shall be completed by the employee or by his/her physician which shall include, but is not limited to, the candidate's~~ **employee's:**

- (1) **Past serious illnesses and injuries;**
- (2) **Current health problems;**
- (3) **Allergies; and**
- (4) **A record of immunizations.**

a. ~~Past serious illnesses and injuries;~~

b. ~~Current health problems;~~

c. ~~Allergies; and~~

d. ~~Record of immunizations.~~

b2. ~~The employee shall submit to~~ **A health screenings which shall include, but is not limited to his/her:**

- (1) **Height;**
- (2) **Weight;**
- (3) **Pulse and respiratory rate;**
- (4) **Hearing screening;**
- (5) **Blood pressure;**
- (6) **Vision screening;**
- (7) _____;
- (8) _____.



B6

REGULATION GUIDE

SUPPORT STAFF MEMBERS
R 4160/page 3 of 11
Physical Examination

- a. ~~Height and weight;~~
- b. ~~Blood pressure;~~
- c. ~~Pulse and respiration rate;~~
- d. ~~Vision screening;~~
- e. ~~Hearing screening.~~

C. Medical Requirements Upon Employment

31. ~~Health screening~~ **A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students also include the conduct of a Mantoux test for the presence of tuberculosis infection. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.**

a. ~~A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

(1) ~~Administered in a New Jersey school district from which the member has transferred, or~~

(2) ~~Administered in any place within the six months previous to the member's initial employment in this district.~~

a. **Tuberculosis testing is not required:**

(1) **For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or**



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 4 of 11

Physical Examination

- (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.
- b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.
- (1) The school district shall determine the criteria essential to document a valid religious exemption.
- cb. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements issued by of the New Jersey State Department of Health and titled School Tuberculin Testing in New Jersey.
- ~~e. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~
- ~~d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X ray will be exempt from the Mantoux test.~~



138

REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 5 of 11
Physical Examination

~~4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~

25. An individual support staff member may provide health-status information, including medications, that which may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

DE. Health Records

1. All health records of candidates for employment who have received a conditional offer of employment and of current employees medical records, including computerized records, shall be secured, and shall be stored, and maintained separately from other personnel files.
2. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.
- ~~3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph B.5. above.~~



REGULATION GUIDE

SUPPORT STAFF MEMBERS
R 4160/page 6 of 11
Physical Examination

~~D. Examination of School Bus Drivers~~

- ~~1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.~~
- ~~2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.~~

E. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

Optional *x not a current practice*

F. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. **Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty physical examination to include a health history, health screening and medical evaluation by a school district approved physician or institution at the Board's expense.**
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
 - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to **ADA P.L. 101-336, American with Disabilities Act of 1990.**
2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**



14/0

REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 7 of 11

Physical Examination

3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

- a. _____;
- b. _____;
- c. _____;
- d. _____.]

Optional

- x not a current practice

[G. **Psychological Assessments for Candidates Who Have Received a Conditional Offer of Employment**

1. **Candidates for employment who have received a conditional offer of employment will be required to undergo psychological assessment in accordance with district procedures.**
2. **Psychological assessments will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**

- a. _____;
- b. _____;
- c. _____;
- d. _____.]

Optional

✓ current practice

[HG. **Controlled Dangerous Substance Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**

1. **Candidates for employment support staff member positions, who have received a conditional offer of employment will be required to must complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.**



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 8 of 11

Physical Examination

- a1. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. ~~A The laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing and approved by the New Jersey Department of Health.~~
- b2. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances** ~~an initial or screening test and a confirmatory test. Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~
- c3. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all positive drug tests to determine if there is, scrutinizing them for possible alternative a medical explanations for the results.** The Medical Review Officer will review the candidate's medical history and ~~may will~~ conduct a medical interview **with the candidate** to determine ~~any the other~~ relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of ~~a an investigation regarding positive drug tests to the candidate applicant and to the Superintendent.~~ *or designated administrator*
- d4. ~~The American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.



142

REGULATION GUIDE

SUPPORT STAFF MEMBERS
R 4160/page 9 of 11
Physical Examination

- e5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
- (1)a. It must be job-related and cannot be met with reasonable accommodation;
 - (2)b. It must be consistent with the demonstrated necessity of conducting business; and
 - (3)e. It must be related to legitimate job criteria.
- f6. The school district (~~shall~~/**may**) refuse to hire a **candidate** ~~an applicant~~ based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action (~~shall~~/**may**) be taken even if the **candidate** ~~applicant~~ claims he/she recently stopped illegally using drugs.
27. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation liability.]~~
3. **Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the following job classifications in the school district:**
- all candidates
- a. _____;
 - b. _____;
 - c. _____;
 - d. _____.]



REGULATION GUIDE

SUPPORT STAFF MEMBERS
R 4160/page 10 of 11
Physical Examination

Optional

~~III. Candidates Records- Review of Examinations and Assessments~~

~~1. All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~

- ~~a. Kept separate from a candidate's personnel file;~~
- ~~b. Kept in a locked cabinet in a central school district location; and~~
- ~~c. Accessible only to the Superintendent and/or designee.~~

12. The results records of the physical examination of a candidate's for employment who has received a conditional offer of employment ~~physical examination will be reviewed by~~ submitted to the school physician medical inspector, who, in consultation with the Superintendent, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

~~3. A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with §D.~~

- ~~a. If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~
- ~~b. If the candidate is not employed by this district within one year _____ (period of time), the records will be destroyed.]~~

J. Rescinding a Conditional Offer of Employment - Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

Atlanticare or other designated facility

our school physician, Dr. Goldman, does not review pre-emp physical exam for us



REGULATION GUIDE

SUPPORT STAFF MEMBERS
R 4160/page 11 of 11
Physical Examination

1. **All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**
 - a. **An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;**
 - b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
 - c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted:



1/5

POLICY GUIDE

STUDENTS

5116/page 1 of 3

Education of Homeless Children

Feb 17

[See POLICY ALERT Nos. 160, 210 and 211]

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children.

The Board of Education shall determine that a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own. A child is also determined homeless when he or she resides in substandard housing ~~or any temporary location wherein children and youth are awaiting foster care placement.~~

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children is *The Supervisor of Pre-School*. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).



POLICY GUIDE

STUDENTS

5116/page 2 of 3

Education of Homeless Children

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department of Education's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and



POLICY GUIDE

STUDENTS

5116/page 3 of 3

Education of Homeless Children

request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

N.J.S.A. 18A:7B-12; 18A:7B-12.1

N.J.A.C. 6A:17-2.1 et seq.

Adopted:



148

REGULATION GUIDE

STUDENTS
R 5116/page 1 of 9
Education of Homeless Children
Feb 17

[See POLICY ALERT Nos. 160, 210 and 211]

R 5116 EDUCATION OF HOMELESS CHILDREN

A. Definitions (N.J.A.C. 6A:17-1.2)

1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.
2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.
3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.
4. "Immediate" or "immediately" means at the instant the need for placement is made known.
5. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.
6. "Superintendent" means Superintendent and/or Chief School Administrator.

B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education shall determine that a child is homeless for the purposes of N.J.A.C. 6A:17-2 when he or she resides in any of the following:



REGULATION GUIDE

STUDENTS

R 5116/page 2 of 9

Education of Homeless Children

- a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own; or
 - d. Substandard housing; ~~or.~~
 - e. ~~Any temporary location wherein children and youth are awaiting foster care placement.~~
- C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)
1. The school district of residence for a homeless child is responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;
 - b. ~~Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19,~~ when the child attends school in another school district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.



REGULATION GUIDE

STUDENTS

R 5116/page 3 of 9

Education of Homeless Children

2. The determination of the homeless child's school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services or the Department of Children and Families, a shelter provider, another school district, an involved agency, or a case manager.
 3. The district Board of Education identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies The Supervisor of Pre-School as the district liaison for the education of homeless children. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides;
 - b. Develop procedures to ensure a homeless child residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5;
 - c. ~~Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs administered by the local education agency, and referrals to health care, dental, mental health, and other appropriate services;~~



REGULATION GUIDE

STUDENTS

R 5116/page 4 of 9

Education of Homeless Children

- d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;
 - e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
 - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7;
 - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5;
 - h. Assist the parent to obtain the homeless child or youth's medical records or required immunizations; and
 - i. Assist an unaccompanied youth to ensure he or she is enrolled and is receiving all services pursuant to N.J.A.C. 6A:17.
2. When a homeless child resides in a school district, the district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.
 3. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).



REGULATION GUIDE

STUDENTS

R 5116/page 5 of 9

Education of Homeless Children

E. School District Enrollment (N.J.A.C. 6A:17-2.5)

1. The Superintendent of the school district of residence or designee shall decide in which district the homeless child shall be enrolled as follows:
 - a. Enroll the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's parent;
 - b. Continue the homeless child's education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:
 - a. The enrollment of the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's school district enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:



REGULATION GUIDE

STUDENTS

R 5116/page 6 of 9

Education of Homeless Children

- a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child will be enrolled immediately. If a dispute arises regarding enrollment of a homeless child, the homeless child shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7.
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.
 5. When a homeless child with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
 6. When the school district of residence for a homeless child cannot be determined, the Superintendent or designee of the school district in which the child currently resides shall enroll the child immediately in the school district of the current residence or the school district of last attendance.
 7. The school district selected pursuant to N.J.A.C. 6A:17-2 shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.



REGULATION GUIDE

STUDENTS

R 5116/page 7 of 9

Education of Homeless Children

8. Enrollment in the school district of residence, the school district of last attendance if not the school district of residence, or the school district where the child resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child becomes permanently housed during the academic year.

F. Parental Rights (N.J.A.C. 6A:17-2.6)

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)

1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

- ~~2.~~ When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall make a determination immediately, if possible, but no later than within forty-eight hours.



REGULATION GUIDE

STUDENTS

R 5116/page 8 of 9

Education of Homeless Children

- a. If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Administration and Finance.
 - b. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition (N.J.A.C. 6A:17-2.8)
1. When the homeless child is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer pay tuition to the school district of enrollment.
 2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA.



REGULATION GUIDE

STUDENTS
R 5116/page 9 of 9
Education of Homeless Children

3. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:
 - a. If the school district of residence cannot be determined for the homeless child;
 - b. If the school district of residence is outside of the State; or
 - c. If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.
 - (1) When the State assumes fiscal responsibility for the tuition of a homeless child, the State shall pay to the school district in which the child is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Issued:



POLICY GUIDE

PROPERTY
7446/page 1 of 4
School Security Program
Feb 17

[See POLICY ALERT No. 211]

7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

[Select the Program Utilized by the School District

School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee. The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.



POLICY GUIDE

PROPERTY
7446/page 2 of 4
School Security Program

A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.

School District Employed Security Officers – (Unarmed)

The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district's security officers will not carry a gun. The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.

School District Employed Security Officers – (Unarmed and/or Armed)

The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The Superintendent of Schools may recommend for Board approval a school security officer who was a law enforcement officer who retired in good standing and has a valid permit to carry a handgun issued pursuant to N.J.S.A. 2C:58-4, and a permit to possess a handgun in a school building or on school grounds during his/her workday provided the employee meets the exception to N.J.S.A. 2C:39-5 outlined in N.J.S.A. 2C:39-6(1).

In order for a school security officer to be authorized to carry a handgun in a school building or on school grounds, the school security officer must provide the Superintendent of Schools with documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(1), including, but not limited to, a copy of an identification card issued by the Superintendent of the State Police permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(1)(4). The identification card shall be valid for one year from the date of issuance, valid through the State, not transferable to any other person, and shall be carried at all



POLICY GUIDE

PROPERTY
7446/page 3 of 4
School Security Program

times on the person of the retired law enforcement officer while the officer is carrying a handgun. The retired law enforcement officer shall produce the identification card for review on the demand of any law enforcement officer or authority.

The Superintendent of Schools will contact the Superintendent of the State Police to confirm the issuance of the identification card permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(1)(4). The Superintendent of Schools will also submit the identification card to the school district's insurance company to ensure the Board of Education has the appropriate insurance for a school security officer to carry a handgun in accordance with this Policy. The school security officer's authorization to carry a handgun in school buildings and on school grounds will be dependent upon receipt of written confirmation from the school district's insurance company that sufficient insurance coverage, as determined by the Board, will be provided to the school district and school employees should any liability arise from the school security officer's handgun. The inability to obtain sufficient insurance coverage may independently form the basis for denial of a school security officer's authorization to carry a handgun in school buildings and on school grounds.

The appointment and authorization for a school security officer to carry a handgun in school buildings and on school grounds must be recommended by the Superintendent and approved by the Board of Education. ~~Any~~ authorization will only be for the time period the New Jersey State Police issued identification card is valid and under no circumstances will the authorization exceed one year. The Superintendent of Schools, if recommending a school staff member be authorized to carry a handgun in school buildings and on school grounds, will provide the Board of Education with a copy of all the information submitted by the school security officer in support of the application, any documentation from law enforcement agencies, and information from the district's insurance company. The Board of Education may approve the Superintendent's recommendation after review of the documentation, and upon such approval, the Superintendent of Schools will provide written authorization to the school security officer along with any conditions on the authority to carry a handgun in school buildings or on school grounds. The Superintendent of Schools or designee will inform local law enforcement officials of any school district security officer(s) authorized to carry a handgun in school buildings or on school grounds. A school security officer authorized to carry a handgun is not authorized to carry a handgun in school buildings or on school grounds beyond the hours of the officer's workday or work assignment.

*generally
be contingent*



POLICY GUIDE

PROPERTY
7446/page 4 of 4
School Security Program

A school security officer approved and authorized by the Board of Education to carry a handgun in school buildings and on school grounds must comply with all applicable New Jersey laws, including but not limited to: N.J.S.A. 2C:39-4; N.J.S.A. 2C:39-5; N.J.S.A. 2C:39-6; and N.J.S.A. 2C:58-4.]

This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.

N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4; 40A:14-146.10; 40A:14-146.11;
40A:14-146.14

Adopted:



161

POLICY GUIDE

OPERATIONS
8350/page 1 of 1
Records Retention
Feb 17

[See POLICY ALERT No. 211]

8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted:



162

POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3216/Page 1 of 2
DRESS AND GROOMING

3216 DRESS AND GROOMING

Teachers set an example in dress and grooming for their students to follow. The Board of Education believes that the appearance of staff members is an important component of the educational program of the school district. School staff members are employees who are role models and whose attitude about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance.

Accordingly, in order to create an atmosphere of respect for staff and an environment conducive to discipline and learning, the Board establishes the following guidelines for staff members' attire in the performance of their professional duties during every school day:

1. Female staff members may wear dresses, skirts (appropriate length no more than two inches above the knee), or slacks with appropriate tops. **Leggings are permitted when worn with a dress or skirt at a length no shorter than two inches above the knee.**
 - a. Dress and tops can be sleeveless, however, tank tops, straps or elastic holding up a top, cut-out or see through elements are not permitted.
 - b. T-shirts are not permitted.
 - c. Women's slacks must be ankle length or no more than five inches above the ankle.
 - d. Shirts, blouses and dresses must cover the back, waist, and/or midriff.
2. Male staff members may wear suits or slacks, with or without jackets. Male staff members must wear a collared dress shirt with a necktie or a turtleneck shirt/sweater.
 - a. Except for the first week of school, crew neck or non-collared shirts are permitted until October 1st and after May 1st for the remaining school year.
3. Appropriate footwear must be worn with safety being the main concern. Sneakers/athletic shoes, flip flops, clogs, and or work boots are not acceptable footwear (except with written medical prescription). Closed toed shoes with backs are encouraged. Staff members may change footwear for outside duty.



POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
3216/Page 2 of 2
DRESS AND GROOMING

4. Denim or chambray jeans of any kind or color are not permitted. Denim or chambray shirts and jackets are not considered business attire and are prohibited.
5. Sweat tops/pants **and team jerseys, ~~and leggings~~** are not permitted. Holiday sweatshirts may be worn during the appropriate season.
6. "Jeans Day"/Dress Down Day may be utilized as a fundraiser at the direction of the CSA or the Designee.
7. Amendments to this Policy may be considered in regards to a specific assignment demands at the discretion of the CSA or the Designee, i.e. Physical Education, Field Trips, etc.
8. Spirit Day and Holiday dress down events may also be approved by the CSA or the Designee.

A staff member violating the dress code policy may be subject to disciplinary measures including but not limited to: a verbal warning, written reprimand, withholding of an increment, charges of insubordination, or other sanctions as permitted by law.

Severability

The dress code policy shall be deemed to be severable. If any section is found to be unreasonable or void by a forum of competent jurisdiction, only that section shall be deemed deleted.

N.J.S.A. 18A:27- 4

Adopted: 17 October 2000
Revised: 20 August 2002
Revised: 2 September 2003
Revised September 2010
Revised: December, 2016



164

Finance-1

March

BOARD REPORT OF RECEIPTS AND EXPENDITURES

DISTRICT OF HAMILTON TOWNSHIP

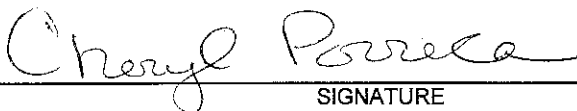
ALL FUNDS

FOR THE MONTH ENDING: MARCH 31, 2017

CASH REPORT

FUNDS	(1) BEGINNING CASH BALANCE	(2) CASH RECEIPTS THIS MONTH	(3) CASH DISBURSEMENTS THIS MONTH	(4) ENDING CASH BALANCES (1)+(2)-(3)
GOVERNMENTAL FUNDS				
1 GENERAL FUND-FUND 10	4,966,121.32	5,674,191.11	5,228,932.91	5,411,379.52
2 SPECIAL REVENUE FUND-FUND 20	-	432,224.54	432,224.54	-
3 CAPITAL PROJECTS FUND-FUND 30	390,538.23	-	-	390,538.23
4 DEBT SERVICE FUND-FUND 40	-	309,897.75	309,897.29	0.46
5 TOTAL GOVERNMENTAL FUNDS (LINES 1 THRU 4)	5,356,659.55	6,416,313.40	5,971,054.74	5,801,918.21
6 ENTERPRISE FUND	554,106.56	183,543.06	227,099.19	510,550.43
7 SCHOLARSHIP FUND	22,000.00	-	-	22,000.00
TRUST AND AGENCY FUNDS				
8 PAYROLL	-	2,095,108.04	2,095,108.04	-
9 PAYROLL AGENCY	638.76	2,135,765.27	2,135,623.12	780.91
10 UNEMPLOYMENT FUND	266,891.67	17,778.87	-	284,670.54
11 TOTAL TRUST & AGENCY FUNDS (LINES 8 THRU 10)	267,530.43	4,248,652.18	4,230,731.16	285,451.45
12 TOTAL ALL FUNDS (LINES 5, 6, 7 AND 11)	6,200,296.54	10,848,508.64	10,428,885.09	6,619,920.09

PREPARED AND SUBMITTED BY:


SIGNATURE

4/28/17
DATE

165

BOARD REPORT OF RECEIPTS AND EXPENDITURES

DISTRICT OF HAMILTON TOWNSHIP

SPECIAL REVENUE FUND

FOR THE MONTH ENDING: MARCH 31, 2017
CASH REPORT

SPECIAL REVENUE - FUND 20	(1) BEGINNING CASH BALANCE	(2) CASH RECEIPTS THIS MONTH	(3) CASH DISBURSEMENTS THIS MONTH	(4) ENDING CASH BALANCES (1)+(2)-(3)
1 FROM GENERAL FUND	268,934.19	97,750.91	-	366,685.10
2 NONPUBLIC TEXTBOOKS	1,741.01	-	-	1,741.01
3 NONPUBLIC AUXILIARY SERVICES	(327.89)	16,385.89	7,909.00	8,149.00
4 NONPUBLIC HANDICAPPED SERVICES	-	8,142.00	3,951.00	4,191.00
5 NONPUBLIC NURSING SERVICES	(3,622.67)	3,712.34	3,802.00	(3,712.33)
6 NONPUBLIC TECHNOLOGY	32.32	-	-	32.32
7 NONPUBLIC SECURITY	8,150.00	-	-	8,150.00
8 OTHER - STATE	21,008.58	17,107.40	41,929.82	(3,813.84)
9 P.C. 100-297 CHAPTER 1	(132,522.19)	132,522.00	58,945.74	(58,945.93)
10 P.C. 100-297 CHAPTER 2	(8,910.08)	8,910.00	3,725.48	(3,725.56)
11 IDEA, PART B (HANDICAPPED)	(92,482.11)	83,673.00	83,821.79	(92,630.90)
12 TITLE III	(608.34)	608.00	912.54	(912.88)
13 P.C. 91-230 (ADULT EDUCATION)	-	-	-	-
14 OTHER - FEDERAL	(61,392.82)	63,413.00	227,227.17	(225,206.99)
15 TOTAL SPECIAL REVENUES (LINES 1 THRU 14) (MUST AGREE WITH LINE 2, PAGE 1)	(0.00)	432,224.54	432,224.54	-

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Summary

MARCH 2017

Ocean City Home Bank - General Fund - New Account	5,218,266.29
Ocean City Home Bank - Capital Reserve	171,643.45
Ocean City Home Bank - Capital Projects	332,475.48
NJ ARM	79,032.99
Petty Cash	500.00
Total Governmental Funds	<u>5,801,918.21</u>
Food Service Account	48,407.32
Opening/Petty Cash	300.00
Kids Corner Account	260,260.86
Community Education Account	11,405.39
Camp Blue Star Account	190,176.86
Total Enterprise Funds	<u>510,550.43</u>
Certificate of Deposit	22,000.00
Total Scholarship Funds	<u>22,000.00</u>
Payroll Account	0.00
Payroll Agency Account	780.91
Unemployment Account	284,670.54
Total Trust & Agency Funds	<u>285,451.45</u>
Total All Funds	<u>6,619,920.09</u>

Prepared And Submitted By:

Cheryl Porreca
Signature

4/28/17
Date

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #981240377
New General Account

MARCH 2017

Balance Per Bank Statement	5,268,686.76
Deposits in Transit	-
Total O/S Checks	(50,420.47)
Adjustments-	-
Reconciled Bank Balance	<u>5,218,266.29</u>
Book Balance, Beginning of Month	4,773,067.78
Deposits	6,110,163.36
Disbursements	(5,665,643.40)
Interest	678.55
Adjustments	-
Book Balance, End of Month	<u>5,218,266.29</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools Bank Reconciliation Certificate of Deposit

MARCH 2017

Balance Per Bank Statement	22,000.00
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>22,000.00</u>
Book Balance, Beginning of Month	22,000.00
Deposits	-
Disbursements	-
Interest	-
Adjustments	-
Book Balance, End of Month	<u>22,000.00</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406722
Capital Reserve Account

MARCH 2017

Balance Per Bank Statement	171,643.45
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>171,643.45</u>

Book Balance, Beginning of Month	171,621.59
Deposits	-
Disbursements	-
Interest	21.86
Adjustments	-
Book Balance, End of Month	<u>171,643.45</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980973788
Capital Projects Account

MARCH 2017

Balance Per Bank Statement	332,475.48
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>332,475.48</u>
Book Balance, Beginning of Month	332,475.48
Deposits	-
Disbursements	(42.36)
Interest	42.36
Adjustments	-
Book Balance, End of Month	<u>332,475.48</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
NJ ARM
Account #213-00

MARCH 2017

Balance Per Bank Statement	79,032.99
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>79,032.99</u>

Book Balance, Beginning of Month	78,994.70
Deposits	-
Disbursements	-
Interest	38.29
Adjustments	-
Book Balance, End of Month	<u>79,032.99</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406698
Food Service Account

MARCH 2017

Balance Per Bank Statement	69,648.69
Deposits in Transit	1,302.67
Total O/S Checks	(22,544.04)
Adjustments:	-
Reconciled Bank Balance	<u>48,407.32</u>

Book Balance, Beginning of Month	88,799.45
Deposits	147,548.47
Disbursements	(187,965.42)
Interest	9.97
Adjustments-void py check	14.85
Book Balance, End of Month	<u>48,407.32</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406714
Kids Corner Account

MARCH 2017

Balance Per Bank Statement	260,260.86
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>260,260.86</u>
Book Balance, Beginning of Month	258,836.18
Deposits	31,094.20
Disbursements	(29,702.72)
Interest	33.20
Adjustments	-
Book Balance, End of Month	<u>260,260.86</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406748
Community Education Account

MARCH 2017

Balance Per Bank Statement	11,183.84
Deposits in Transit	496.00
Total O/S Checks	(274.45)
Adjustments-	-
Reconciled Bank Balance	<u>11,405.39</u>
Book Balance, Beginning of Month	14,293.51
Deposits	4,731.10
Disbursements	(7,620.90)
Interest	1.68
Adjustments	-
Book Balance, End of Month	<u>11,405.39</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980410773
Camp Blue Star Account

MARCH 2017

Balance Per Bank Statement	191,951.86
Deposits in Transit	-
Total O/S Checks	(1,775.00)
Adjustments	-
Reconciled Bank Balance	<u>190,176.86</u>
Book Balance, Beginning of Month	191,877.42
Deposits	100.00
Disbursements	(1,825.00)
Interest	24.44
Adjustments	-
Book Balance, End of Month	<u>190,176.86</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406631
Net Payroll Account

MARCH 2017

Balance Per Bank Statement	45,081.94
Deposits in Transit	-
Total O/S Checks	(45,081.94)
Adjustments:	-
Reconciled Bank Balance	<u>-</u>
Book Balance, Beginning of Month	-
Deposits	2,095,097.08
Disbursements	(2,095,108.04)
Interest	10.96
Adjustments: Void/Replace Checks	-
Book Balance, End of Month	<u>0.00</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406656
Payroll Agency Account

MARCH 2017

Balance Per Bank Statement	52,982.12
Deposits in Transit	-
Total O/S Checks	(53,222.93)
Adjustments-Due From IRS	1,021.72
Reconciled Bank Balance	<u>780.91</u>
Book Balance, Beginning of Month	638.76
Deposits	2,135,699.89
Disbursements	(2,135,623.12)
Interest	65.38
Adjustments-Due From IRS	-
Book Balance, End of Month	<u>780.91</u>

BOARD REPORT OF RECEIPTS AND EXPENDITURES

Hamilton Township Schools
Bank Reconciliation
Ocean City Home Bank
Account #980406706
Unemployment Account

MARCH 2017

Balance Per Bank Statement	284,670.54
Deposits in Transit	-
Total O/S Checks	-
Adjustments	-
Reconciled Bank Balance	<u>284,670.54</u>
Book Balance, Beginning of Month	266,891.67
Deposits	17,744.80
Disbursements	-
Interest	34.07
Adjustments	-
Book Balance, End of Month	<u>284,670.54</u>