

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

14 Vogt Drive  
Bridgewater, New Jersey 08807

Regular Meeting  
December 15, 2014

Call to Order:

Mr. Hyncik called the meeting to order at 5:00 p.m. in the Technology Center with the following board of education members:

William Hyncik, Jr., President  
William Dudeck, Vice President  
Theodore Smith  
Sarah Brennan  
Juan Torres, absent

Also Present:

Dr. Chrys Harttraft, Superintendent of Schools  
Diane Strober, Assistant Superintendent for Business/Board Secretary, absent; Michelle Fresco, Acting Board Secretary  
Diane Ziegler, High School Principal  
Lisa Fittipaldi, Board Attorney  
Robert Zaborowski, Somerset County Freeholder Liaison  
Others: Maria Johnson, Director of Pupil Services; Patrick Pelliccia, Supervisor of Curriculum and Instruction; Duane Wallace, Supervisor of Learning and Technology; Randee Holz, Supervisor of Academics; Deborah Gichan, Photography Teacher; Richard D'Alessandro, Utility Worker; Andrew Coslit, Mathematics Teacher; Peter Campisano and Jeremy Gault, USA Architects; James Strimple, Vincent Battista and family; and Student of the Month and family.

Adequate notice of this meeting has been provided specifying time and place.

Pledge of Allegiance

Approval of Minutes

On motion by Mr. Dudeck, seconded by Mr. Smith, the minutes of the Regular Meeting and Executive Session held on November 24, 2014 were approved.

Correspondence

- None

Old or Unfinished Business

Student of the Month

- Madalyn Arcurio, a sophomore in the Academy for Health and Medical Sciences, has been selected as Student of the Month. Academy for Health and Medical Sciences Social Studies Instructor Dr. Tokarsky-Unda nominated Madalyn stating: "Madalyn is attentive, inquisitive, and best of all, a free spirit. Her freedom of expression and love of learning show in her writing style and unique approach to answering essay questions. She exercises her creativity and problem-solving ability inside the class, but also through participation in Odyssey of the Mind (a creativity competition requiring teams to write, direct, engineer and perform an 8 minute skit that creatively solves a 'problem' assigned by the Odyssey of the Mind organization). She earned first place at Odyssey's regional level three times, first and second place at states, and last year was awarded sixth place at the world competition. She also currently is assisting in the

initiation and direction of an Odyssey of the Mind club at Bear Tavern Elementary School.” Outside of school, Madalyn enjoys spending her time fencing at her district high school, taking voice lessons, singing in a choir called the True Voice Project, participating in Girl Scouts and volunteering through opportunities offered by her church youth group. Because Madalyn has strong interests in psychology and neuroscience, she plans to continue her education to one day become a behavioral neuroscientist.

#### NJCCVTS 2014 Business Partner of the Year Award

- Vincent Battista, Owner of Bold Electric in North Plainfield, has been selected as the Somerset County Vocational & Technical School District’s 2014 Business Partner of the Year. Mr. Battista was selected due to his continuous contributions to the Electrical Construction program and his service as a valuable member of the advisory committee. He has a longstanding history of hiring Somerset County Vocational & Technical High School students through the Cooperative Education program. Mr. Battista has been an exceptional partner to Somerset County Vocational & Technical High School not only for his active recruitment, training and hiring of high school students but his continued commitment to students and hiring them once they graduate.

#### Photography Class Presentation

- Deb Gichan, Photography Teacher, presented pictures taken by her photography students for a project which depicted pictures “floating in the air”. A brief recess was taken so that members could view the student work and comment on their talents.

#### Construction Projects Update (USA Architects)

- Mr. Campisano reviewed the existing projects including both the fire alarm upgrade project and boiler and HVAC replacement project. Two new projects are scheduled to go out for bid; the roof upgrade project and window upgrade project. Mr. Campisano reviewed the parameters, alternate bids and related work operations. He reported that window prototypes with specifications have been developed for the bid process. The base bid for the window upgrade project will be for Building F with alternate bids proceeding towards the administration area. The bid opening is January 15, 2015 at 11:00 a.m.
- The district received \$549,764.86 on November 25, 2014 for the SDA grant reimbursement for the HVAC Boiler Replacement project. The HVAC/Boiler project should be closed out in December.
- Alarm Communications Technologies, the contractor for the Emergency Communication project, met with the architect on Thursday, December 4, 2014 to close out the project.

#### Change Order – Boiler and HVAC System Upgrades (USA Architects)

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved Change Order No. 2, No Change, Sunnyfield Corporation shall make the changes in the contract to document the additional labor and material required and a credit for work identified in the contract as unnecessary.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

#### Report of the Attorney

- Ms. Fittipaldi will discuss litigation cases and the Honeywell contract during closed session.

#### Committee Reports

- Board of School Estimate (Mr. Dudeck) - None
- Curriculum/Grants (Mr. Smith) - None
- NJSBA Delegate, State Convention Legislative Committee (Mr. Dudeck) - None

- SCSBA, Delegate (Mr. Dudeck) – The meeting was held on December 10<sup>th</sup>; Mr. Dudeck was appointed Vice President of Legislative Action.
- SCESC, Representative (Mr. Smith) – The Certificate of Occupancy has been received for the Career Center and there will be fast steps ahead to increase enrollment. Dr. Harttraft reported the superintendent wants help in increasing enrollment and has requested we provide a third shop teacher.
- SCJIF, Commissioner (Ms. Strober) - None

#### School Communications Report

- Mr. Wallace presented highlights from the Jaguar Nation newsletter.

#### Superintendent's Report

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items A through F as follows:

##### A. Employment of Full-Time Personnel – 2014-15 School Year

The Board of Education appointed Mr. Rafael Catalan to the position of Spanish Instructor (UPC #TCH-HS-SPAN-FL-03), at a salary of \$56,684.00 (prorated), Step 1-2/B, effective December 15, 2014.

##### B. Employment of Interim School Business Administrator

The Board of Education appointed Mr. James Strimple to the position of Interim School Business Administrator, at a rate of \$550/diem, effective February 1, 2015.

(Mr. Strimple will report various dates prior to February 1, 2015 for transitioning purposes at the per diem rate.)

##### C. Step/Salary Modification

The Board of Education approved a step/salary modification (as reviewed by the board attorney) for Ms. Victoria Fulmer for the 2014-15 school year (retroactive to September 1, 2014) as follows:

From: 2013-14 Guide Step 8-9/A - \$52,446.00 To: 2014-15 Guide Step 7-8/A - \$53,934.00

##### D. Salary Adjustment

The Board of Education approved a salary adjustment (as a result of a corrected calculation from a 12-month salary range to 10-month salary) for Mr. Brian Greves, effective December 15, 2014 as follows:

From: \$31,138.75 (83.33%) To: \$31,015.00 (83.00%)

##### E. Salary Adjustment

The Board of Education approved a salary adjustment (as a result of a corrected calculation from a 12-month salary range to 10-month salary) for Ms. Laurie Reader as follows:

###### 2013-14 School Year

From: \$51,601.00 (83.00%) To: \$51,806.26 (83.33%)

###### 2014-15 School

From: \$52,534.00 (83.00%) To: \$52,743.72 (83.33%)

## F. Salary Adjustment – Black Seal/Boiler Operators License

The Board of Education approved a salary adjustment for Mr. Brian Schmitt, effective January 5, 2015 as follows:

2014-15 Base Salary	Black Seal License	Carbon Monox	Tech Type Univ	CDL (B)	Plumb. License	Electrical License	2014-15 Total Salary
\$45,000.00	\$800.00	-	-	-	-	-	\$45,800.00

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

On recommendation of Dr. Harttraft and motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items G through L as follows:

## G. Temporary Employment – Extension

The Board of Education extended the temporary employment of Ms. Susan Alija, Guidance Counselor through January 16, 2015.

## H. Professional Seminars/Workshops/Travel Reimbursements

The Board of Education approved requests for district staff and Board of Education members to attend professional seminars, workshops and travel reimbursements as they appear on Addendum #1.

## I. Field Trips

The Board of Education approved field trips for high school students as they appear on Addendum #2.

## J. Revised Board Policy – Second Reading

The Board of Education approved the following revised board policy at this second reading as it appears on Addendum #3.

6620                      Petty Cash

## K. Revised Board Policies – First Reading

The Board of Education approved the following revised board policies at this first reading as they appear on Addendum #4.

5305                      Health Services Personnel  
 5308/R5308              Student Health Records  
 5310/R5310              Health Services  
 5530/R5530              Substance Abuse  
 5600/R5600              Student Discipline/Code of Conduct  
 8505                      Wellness Policy/Nutrient Standards for Meals and Other Foods

## L. Waiver of Requirements – Achieve NJ and Teach NJ

The Board of Education authorized the Chief School Administrator to submit to the New Jersey Department of Education an appropriate waiver of requirements of N.J.A.C. 18A:6 117-129 and 6A:10 for the 2014-15 school year.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

#### M. Superintendent's Update

- HIB - 0 cases were submitted for December, YTD submission is 0.
- Enrollment - As an update to the request for information at the last board meeting, Dr. Harttraft shared data reports indicating enrollment, number of applications and wait lists for existing programs. Enrollment data shared, indicated sharp increases in 2012/13 and in the 2013/14 school years. Although the increases were intentional, they could not be sustained without increasing class sizes. Particular concerns were in the CTE classes where safety concerns limit numbers. Resultantly, a decline in the following year enrollment was indicated, due to limited capacities in facilities and staffing. The rate of applicants increased significantly in the 2014/15 school year, as did waiting lists for select programs. Overall, our rate of acceptance to applicants is slightly less than 1:2.
- By way of an update, the internal revitalization efforts the school also discussed including the Auto Body's new computerized painting equipment, Auto Technology's NATF certification, Cosmetology's facility upgrades and new admission procedures, Integrated Technology system's change in focus and new curriculum, Agra-science's new curriculum and green partnerships, and the Graphic Arts entrepreneurial business expansion. Also important to SCVTS's enhancement efforts has been the increased number of college partnership agreements with Delaware Valley College, Johnson and Wales, and Paterson University. More recently, the school has been involved in revamping Pupil Services to increase and improve guidance and career readiness components, expanding instructional technology, improving student management processes and modifying professional evaluations. On a state level, CTE collaborative efforts include encouraging changes to the high school graduation requirements specifically to CTE students and increasing the use and acceptance of Option 2 which provides instructional flexibility within programs.
- New Legislation - Career and Technical Education has benefited from a high level of acknowledgement and support from lawmakers including the Governor, who signed off this month, indicating that the newly passed bills represented an important investment in schools and students. Five of the seven bills were enacted to support increased programming throughout the state. The two bills not signed, included funding for schools at the high school and post-secondary levels. Funding for these initiatives is expected to be addressed during the budgetary process.
- Partnership Grant - SCVTS is currently working on this CTE grant that if funded, will enable the district to expand its programs to include multiple pathways for youth interested in computer assisted design, advanced manufacturing and engineering. Partners are expected to include two and four year colleges in addition to industry partners.

#### Submission of Bills

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the bills list for December 2014 which was included in the board packet and is attached to the regular meeting minutes.

Fund 10	\$1,366,213.44
Fund 20	\$ 102,437.51
Fund 30	\$ 19,137.44
Fund 60	\$ 14,475.51
Fund 90	\$ 368,280.03
Fund 95	<u>\$ 27,200.39</u>
Total	\$1,897,744.32

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

## New Business

- None

## Report of the Assistant Superintendent for Business/Board Secretary

## A. Reports A-148 and A-149 – November 2014

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education adopted the monthly financial statement reports for the Assistant Superintendent for Business/Board Secretary for the month of November 2014 and the Treasurer of School Monies for the month of November 2014, after review of the secretary's monthly financial report (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge no major fund has been overextended in violation to N.J.A.C. 6:20-2A.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Addendum #5)

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

## B. Budget Transfer – 2014-15 School Year

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the following budget transfers for the 2014-15 school year:

From: 11-320-100-610-44-0000 (\$15,500.00)	To: 11-140-100-610-160-0308	\$15,500.00
Vocational Supplies	PARCC Supplies for testing	
From: 11-320-100-610-44-0000 (\$ 9,500.00)	To: 11-402-100-600-03-0000	\$ 9,500.00
Vocational Supplies	Athletic Supplies for spring sports	

Dr. Harttraft noted the RVCC building classrooms will be available for PARCC testing and with the purchase of the Chrome Books, testing is expected to be reduced from four weeks to two weeks.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, agenda items C and D as follows:

- C. Award Purchases in Excess of Bid Threshold in Compliance with NJSA 18A:18A – 2014-15 School Year  
The Board of Education awarded the following purchases in excess of the bid threshold which are year to date amounts and in compliance with law.

DIA General Construction, Inc.	Plumbing Shop Renovations	On-Call Bid	\$80,325.00
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## D. Health and Medical Services

The Board of Education appointed Doctor's Express to provide health and medical services as per their proposal and fee schedule not to exceed \$10,000.00 until the reorganization meeting to be held in November 2015.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

## E. Medical and Prescription Drug Renewal – January 1, 2015 – June 30, 2016

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education approved the renewals for medical and prescription drug programs both administered by Horizon Blue Cross/Blue Shield of New Jersey for the January 1, 2015 through June 30, 2016 contract period (as negotiated through our broker of record – Conner Strong & Buckalew Companies, Inc.)

<b>2015 Plan</b>	<b>Total Monthly Premium</b>
<b>Direct 8 with Rx</b>	
Single	\$775.60
Parent & Child(ren)	\$1211.08
Husband & Wife	\$1677.09
Family	\$2266.36
Overage Dependent	\$471.57 – 100% dependent paid
<b>Direct 10 with Rx</b>	
Single	\$809.74
Parent & Child(ren)	\$1175.84
Husband & Wife	\$1623.39
Family	\$2193.08
Overage Dependent	\$491.27 – 100% dependent paid
<b>EPO with Rx</b>	
Single	\$636.00
Parent & Child(ren)	\$993.09
Husband & Wife	\$1375.22
Family	\$1858.42
Overage Dependent	\$386.68 – 100% dependent paid

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

## Next Meeting

The next regular meeting of the Somerset County Vocational Board of Education will be held:

January 26, 2015

5:00 P.M.

Somerset County Vocational & Technical Schools

14 Vogt Drive

Bridgewater, New Jersey 08807

## Remarks from the Public

- None

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

- A. This Board will go into closed session with the Board Counsel for the purpose of discussing matters within the provisions of 7A(11)c231.
- B. The general nature of matters to be discussed relates to SCVTEA negotiations and litigation.
- C. Under the provisions of the above stated laws, the public shall be excluded from attendance at the portion of the meeting relating to the above matters.
- D. It is anticipated that the items discussed will be made public when the matters discussed are resolved.

## Closed Session

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into closed session at 5:50 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

## Open Session

On motion by Mr. Dudeck, seconded by Mr. Smith and on roll call vote, the Board of Education went into open session at 6:12 p.m.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Smith	X	
Ms. Brennan	X	
Mr. Dudeck	X	
Mr. Hyncik	X	
Mr. Torres	absent	

- Mr. Dudeck acknowledged this was Mr. Zaborowski's last meeting as Freeholder Liaison and wished him well.

## Adjournment

On motion by Ms. Brennan, seconded by Mr. Dudeck and passed, the meeting adjourned at 6:15 p.m.

Michelle Fresco  
Acting Board Secretary



Professional Seminars/Workshops/Travel Reimbursements  
December 2014

	DATE(S)	PARTICIPANTS	REG. FEE	EXPENSES	WORKSHOP DESCRIPTION	LOCATION
1	December 12, 2014*	Mary Behot Rob Carrig Anna Murphy	\$25.00 ea.	NA	NJ Coalition for Financial Education Symposium	Branchburg, NJ
2	January 7, 2015	Andrew Coslit	\$139.00	\$10/Parking \$10/Tolls \$16.66/mileage	Preparing for the Common Core State Standards & Assessments	Jersey City, NJ
3	January 13, 2015	Vicky Fulmer Janeen Sortor	\$235.00 ea.	\$11.28/mileage \$16.60/mileage	Practical Strategies for Helping Your Students w/ Special Needs Experience Greater Success w/ the Common Core	Newark, NJ
4	January 21, 2015	Denise Gotti	\$160.00	NA	Science and Engineering Practices: Life Science	Piscataway, NJ
4	February 2, 2015	Michele Sartori	\$149.00	NA	Payroll Law	Edison, NJ
5						
6						
7						
6						
7						

\*Prior approval given by Superintendent

December 2014

<u>Date of Trip</u>	<u>CTE Program/Other</u>	<u>Location</u>	<u>Cost Per Student/Paid by</u>	<u>Transportation Provided/Paid by</u>
12/19/2014	TOPS	Agape House Somerville, NJ	\$0.00	District
1/8/2015	Student Ambassadors Grades 9-12	North Plainfield MS North Plainfield, NJ	\$0.00	District
1/12/2015	AHMS Juniors	J&J Raritan, NJ	\$0.00	District
1/20/2015	CTE Juniors & Seniors	Iron Workers Training Center Bloomfield, NJ	\$0.00	YTTW/YTTW
1/22/2015	Health Occupations (HOSA)	Martin & Edith Stein Assisted Living Facility Somerset, NJ	\$0.00	District
1/29/2015	Health Occupations	Raritan Senior Center Raritan, NJ	\$0.00	Outside Agency/District Paid

# POLICY

## SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION

FINANCES  
6620/Page 1 of 1  
PETTY CASH (M)

### 6620 PETTY CASH (M)

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
District Office	Business Administrator	\$400	\$ 50
High School	Principal	\$800	\$ 50
Performing Arts	Principal	<del>\$1000</del> 1,500 2,000.00	\$200
		-	-

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15

N.J.S.A. 18A:19-13; 18A:23-2

N.J.A.C. 6A:23-2.9 et seq.

Adopted: 25 June 2007

Revised: 24 October 2011

Edited: 23 June 2014



# POLICY GUIDE

PUPILS  
5305/page 1 of 5  
Health Services Personnel  
Sep 14

[See POLICY ALERT Nos. 178 and 204]

## 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board ~~may~~ will appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including ~~students these~~ covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. ~~Consultation to the Board of Education, school district administrators, and staff as needed;~~
34. Physical examinations conducted in the school physician's office or other comparably equipped facility for ~~students~~ pupils who do not have a medical home or whose parent(s) or legal guardian(s) has identified the school as the medical home for the purpose of a sports physical examination;
45. Provision of written notification to the parent(s) or legal guardian(s) stating approval or disapproval of the ~~student's~~ pupil's participation in athletics based upon the medical report;
56. Direction for professional duties of other medical staff;



# POLICY GUIDE

## PUPILS

5305/page 2 of 5

Health Services Personnel

67. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
78. Establishment of standards of care for emergency situations and medically-related care involving ~~students~~ pupils and school staff;
89. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of ~~students~~ pupils and staff and assistance with the delivery of school health services;
940. Review, as needed, of reports and orders from a ~~student's~~ pupil's medical home regarding ~~student~~ pupil health concerns;
1044. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
1142. Review, approval, or ~~detail denial with~~ of reasons for denial of a ~~medical home determination of a student's~~ pupil's physician's determination of anticipated confinement and resulting need for home instruction; and
1243. Consultation with the school district certified school nurse(s) to obtain input for the development of the school ~~n~~Nursing sServices pPlan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess ~~an a standard~~ educational certificate with a ~~for~~ school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.S.A. ~~18A:40-3.2~~ and N.J.A.C. 6A:9-13.3 or ~~and~~ 13.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey as a ~~registered nurse from~~ the State Board of Nursing; and valid; a bachelor's degree from a regionally accredited college or university; a current Providers Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with the American Heart Association's CPR guidelines.



# POLICY GUIDE

PUPILS

5305/page 3 of 5

Health Services Personnel

The certified school nurse shall ~~complete~~ receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for ~~students~~ pupils suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining ~~student~~ pupil health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal those pupils ~~students~~ who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing ~~student~~ pupil immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of ~~students~~ pupils who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, and 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;



# POLICY GUIDE

## PUPILS

5305/page 4 of 5

Health Services Personnel

10. **Providing** cClassroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3;
11. Reviewing and summarizing available health and medical information regarding the **student pupil** and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for **students' pupils' medical needs** and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any **student pupil** who requires them;
14. ~~Implementing and~~ **Assisting** in the development of **and implementing** healthcare procedures for **students pupils** in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9-13.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **in accordance with the provisions of N.J.A.C. 6A:16-2.3(c) as outlined in N.J.S.A. 18A:40-3.3.** The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) **and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.**



# POLICY GUIDE

PUPILS

5305/page 5 of 5

Health Services Personnel

~~A non-certified nurse shall possess a current license as a registered nurse from the State Board of Nursing and a valid, current Providers Cardiopulmonary Resuscitation/AED certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with American Heart Association CPR guidelines.~~

~~A non-certified nurse is limited to providing the following services:~~

- ~~1. Carrying out written orders of the medical home and standing orders of the school physician;~~
- ~~2. Conducting health screenings pursuant to N.J.A.C. 6A:16-2.2 which includes height, weight, blood pressure, hearing, vision, and scoliosis;~~
- ~~3. Maintaining pupil health records pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;~~
- ~~4. Recommending to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the pupil's immunization according to the schedules specified in N.J.A.C. 8:57-4;~~
- ~~5. Recommending to the school Principal exclusion of pupils who show evidence of communicable disease pursuant to N.J.S.A. 18A:40-7 and 8;~~
- ~~6. Implementing school-district healthcare procedures for pupils in the event of an emergency;~~
- ~~7. Instructing teachers on communicable disease and other health concerns pursuant to N.J.S.A. 18A:40-3; and~~
- ~~8. Providing other nursing services consistent with the nurse's current license approved by the State Board of Nursing.~~

N.J.A.C. 6A:9-13.3; 6A:9-13.4; 6A:16-2.3 et seq.

Adopted:





# POLICY GUIDE

PUPILS  
5308/page 1 of 2  
Student Pupil Health Records  
Sep 14  
M

[See POLICY ALERT Nos. 178 and 204]

## 5308 STUDENT PUPIL HEALTH RECORDS

The school district shall maintain mandated **student pupil** health records for each **student pupil** pursuant to N.J.A.C. 6A:16-2.4 and ~~as defined in N.J.A.C. 6A:16-2.4(a)1 and 2.~~ The district will document **student pupil** health records using a form approved by the Commissioner of Education.

The maintenance and security of **student pupil** health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4(e). **Student Pupil** health records **may be stored electronically or in paper format** and shall be maintained separately from other **student pupil** records in a secure location; ~~located in the school building or complex to which the pupil is assigned; and~~ accessible to authorized personnel while school is in session. The health **history** and immunization record shall be removed from the **student's pupil's** health record and placed in the **student's pupil's** mandated record ~~until such time as~~ **upon** graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

The transfer of **student pupil** health records when a **student pupil** transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-2.4(d) **6A:16-7.1 et seq.**

Any Board of Education employee with knowledge of, or access to, information that identifies a **student pupil** as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the **student pupil** as an alcohol or drug user; or information provided by a secondary school **student pupil** while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent **upon** or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) **through** (e) and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, ~~incorporated herein by reference, as amended and supplemented,~~ and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.



# POLICY GUIDE

PUPILS

5308/page 2 of 2

## Student Pupil Health Records

The school district shall provide access to the ~~student's~~ **pupil's** health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the ~~student~~ **pupil** health records that ~~are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.45 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing information contained in the ~~pupil's health record~~ to ~~students~~ **pupils** or adults in connection with an emergency; ~~if such knowledge is necessary the information contained in the student health record if the release is necessary~~ to protect the immediate health or safety of a ~~pupil~~ **pupil** the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

N.J.A.C. 6A:16-2.4 et seq.; ~~6A:32-7.5 et seq.~~; 6A:32-7.4 et seq.;  
6A:32-7.5 et seq.

Adopted:



# REGULATION GUIDE

PUPILS  
R 5308/page 1 of 5  
Student Pupil Health Records  
Sep 14  
M

[See POLICY ALERT Nos. 178 and 204]

## R 5308 STUDENT PUPIL HEALTH RECORDS

Student Pupil health records shall be maintained for each student pupil pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student pupil health records shall be in accordance with N.J.A.C. 6A:32-7.4.

### A. Mandated Student Pupil Health Records

1. The following mandated student pupil health records shall be maintained:
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student pupil health histories, health screenings, and required medical examinations that are relevant to school participation on the student's pupil's health record using a form approved by the Commissioner of Education.

### B. Maintenance of Student Pupil Health Records

1. The school district shall maintain student pupil health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records may be stored electronically or in paper format. When records are stored electronically, proper security and backup procedures shall be administered;



# REGULATION GUIDE

PUPILS

R 5308/page 2 of 5

Student Pupil Health Records

- ba. **Student Pupil health records, whether stored on paper or electronically, shall be maintained separately from other student pupil records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record in a secure location; and**
- cb. **Student Pupil health records kept in electronic form shall be both accessible during the hours in which the school program is in operation and secure according to N.J.A.C. 6A:32-7.4(d);**
- b. ~~Pupil health records shall be located in the school building or complex to which a pupil is assigned;~~
- d. ~~Pupil health records shall be accessible to authorized personnel while school is in session; and~~
- e. ~~The health and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~

## C. Transferring Student Pupil Health Records

~~1. The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 -- Student Records and Policy and Regulation 8330 the following when transferring student pupil health records:~~

- a. ~~Original mandated pupil health records that school districts are directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~



# REGULATION GUIDE

## PUPILS

R 5308/page 3 of 5

### Student Pupil Health Records

- ~~b. Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the nonpublic school to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~
- ~~c. Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator or designee of the out of State school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~
- ~~d. Records that are transferred in duplicate form shall have their original maintained at the location of the sending school district; and~~
- ~~e. The Chief School Administrator or designee shall request all pupil health records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district.~~

#### D. Restrictions for Sharing Student Pupil Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing that information as required by Federal and State statutes and regulations.
  - a. Information that identifies a **student pupil** as having HIV infection or AIDS shall be shared only with prior written informed consent of the **student pupil** age twelve or greater, or of the **student's pupil's** parent(s) or legal guardian(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the **student pupil**.



# REGULATION GUIDE

PUPILS

R 5308/page 4 of 5

Student Pupil Health Records

- b. Information obtained by the school's alcohol and other drug program which would identify the **student pupil** as an alcohol or other drug user may be disclosed only for those purposes and under those conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school **student pupil** while participating in a school-based alcohol or other drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

## E. Access to Student Pupil Health Records

- 1. Access to and disclosure of information in the **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; ~~and incorporated herein by reference, as amended and supplemented,~~ 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 *et seq.*, Student Records.
- 2. The school district shall provide access to the **student pupil** health records to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student's pupil's** health record ~~that are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



# REGULATION GUIDE

PUPILS

R 5308/page 5 of 5

Student Pupil Health Records

Nothing in N.J.A.C. 6A:16-2.45 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing information contained in the pupil's health record to students pupils or adults in connection with an emergency the information contained in the student health record, if such knowledge the release is necessary to protect the immediate health or safety of the student pupil or other persons pursuant to N.J.A.C. 6A:32-7.4.

Issued:



# POLICY GUIDE

PUPILS  
5310/page 1 of 9  
Health Services  
Sep 14  
M

[See POLICY ALERT Nos. 96, 106, 139, 141, 147, 157, 170, 178 and 204]

## 5310 HEALTH SERVICES

The Board of Education shall develop and adopt written policies, procedures, mechanisms, or programs governing the following school functions in accordance with N.J.A.C. 6A:16-1.4(a):

1. ~~Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);~~
2. ~~Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);~~
3. ~~Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);~~
4. ~~Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);~~
5. ~~An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b) (Policy 5307);~~
6. ~~Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);~~
7. ~~Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);~~





# POLICY GUIDE

PUPILS

5310/page 2 of 9

Health Services

8. ~~Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);~~
9. ~~Provision of nursing services to non public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);~~
10. ~~Comprehensive substance abuse prevention, intervention, and treatment-referral programs pursuant to N.J.S.A. 18A:40A-8 through 18 and N.J.A.C. 6A:16-3 and 4 (Policy & Regulation 5530);~~
11. ~~Confidentiality related to juvenile justice proceedings pursuant to N.J.S.A. 2A:4A-60 and N.J.A.C. 6A:16-5.4, HIV identifying information pursuant to N.J.S.A. 26:5C-5 et seq., and drug and alcohol use information pursuant to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 through 7.2, and N.J.A.C. 6A:16-3.2 (Policies 8453 and 9323 and Policy and Regulation 5530); and~~
12. ~~School safety plans as required by N.J.A.C. 6A:16-5.1 (Policies and Regulations 7430, 8420, 8431 and 8468 and Regulations 8420.1 through 8420.6).~~

~~The Board of Education shall develop and adopt policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, New Jersey Department of Agriculture, and local boards of health which include the following requirements in accordance with N.J.A.C. 6A:16-1.4(b):~~

1. ~~Exclusion of any pupil from the school setting for failure to meet requirements for immunization against communicable disease as required in N.J.A.C. 8:57-4, Immunization of Pupils in School (Policy and Regulation 5320);~~



# POLICY GUIDE

## PUPILS

5310/page 3 of 9

Health Services

2. ~~Exclusion of any person from the school setting if the person has uncovered weeping skin lesions as required in N.J.A.C. 8:61-2.1, Attendance at School by Pupils or Adults with HIV Infection (Policy and Regulation 8451 and Policy 8453);~~
3. ~~Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-2, Participation and Attendance at School by Individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines that schools implement universal precautions (Policy and Regulation 8451 and Policy 8453);~~
4. ~~Assurance that any pupil with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to home instruction, or classified as eligible for special education for reason of HIV infection pursuant to N.J.A.C. 8:61-2.1 (Policy and Regulation 8451 and Policy 8453);~~
5. ~~Creation of wellness policies pursuant to 7 CFR Parts 210, 215, 220 and 245 and N.J.A.C. 2:36-1.7, Local School Nutrition Policy (Policy 8505); and~~
6. ~~Ensuring accessibility of the NJ Family Care Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~

~~When the school district engages in pupil testing, studies, or surveys the Board procedures and materials shall meet the Federal requirements of 20 U.S.C. § 1232h, and N.J.S.A. 18A:36-34, School Surveys, parent(s) or legal guardian(s) consent required before administration in accordance with N.J.A.C. 6A:16-1.4(c) (Policies 2415.05 and 9560).~~

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff members are informed as appropriate:



# POLICY GUIDE

PUPILS  
5310/page 4 of 9  
Health Services

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to ~~students~~ **pupils** in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) ~~o~~Orders received from the ~~student's~~ **pupil's** parent(s) or legal guardian(s) or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via **Epi-pen auto-injector** ~~epipen~~ pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - cb. The care of any ~~student~~ **pupil** who becomes injured or ill while at school or ~~during participation~~ **participating** in school-sponsored functions (Policy and Regulation 8441);
  - de. The transportation and supervision of any ~~student~~ **pupil** determined to be in need of immediate **medical** care (Policy and Regulation 8441); and
  - ed. The notification to parents(s) or legal guardian(s) of any ~~student~~ **pupil** determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - e. ~~The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).~~
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);



# POLICY GUIDE

PUPILS  
5310/page 5 of 9  
Health Services

6. The administration of ~~student pupil~~ medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. ~~Utilization of Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-1.1(f) 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards; the Centers for Disease Control and Prevention's guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996); incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and~~
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;
10. Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii; and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.



# REGULATION GUIDE

PUPILS  
R 5310/page 6 of 8  
Health Services

- d. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and
  - e. Medications.
4. Each school district shall provide to the parent written notification signed by the school physician to the parent(s) or legal guardian(s) stating approval of the student's pupil's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's pupil's participation.
5. A student pupil that who does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.
- D. Medical Examinations - Upon Enrollment in Late School
- 1. The school district shall ensure that students pupils receive medical examinations upon enrollment in into school. The pParent(s) or legal guardian(s) shall be required to provide examination documentation of each student pupil within thirty days upon of enrollment in the enrolling into school.
  - 2. When a student transfers pupil is transferring to another school, the sending each school district shall ensure the entry-examination that-pupil documentation of entry examination is forwarded to the receiving transfer school district pursuant to N.J.A.C. 6A:16-2.4(d).
  - 3. Students Pupils transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period in-order to obtain entry examination documentation.
  - 4. The school district school nurse shall notify parents(s) or legal guardian(s) through its website or other means about of the importance of obtaining subsequent medical examinations of the student pupil at least once during each developmental stage; at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve);.



# POLICY GUIDE

PUPILS  
5310/page 7 of 9  
Health Services

- a. ~~For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.~~
  - b. ~~A full report of the examination shall be maintained as part of the pupil's health record.~~
7. The findings of the medical examinations as required under 8. below shall ~~be documented on a form that is approved by the Commissioner of Education and~~ shall include the following components:
- a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24 4.16;
  - b. Medical history, including allergies, past serious illnesses, injuries, ~~and~~ operations, medications, and current health problems;
  - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
  - d. Physical examinations.
8. The school district shall ensure that ~~students~~ pupils receive medical examinations ~~in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~
- a. Prior to participation on a school-sponsored interscholastic athletic team or ~~intramural athletic team~~ or squad for ~~students~~ pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
  - b. Upon enrollment in ~~into~~ school in accordance with N.J.A.C. 6A:16-2.2(h)2;



# POLICY GUIDE

PUPILS  
5310/page 8 of 9  
Health Services

- c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
  - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
  - e. When the pupil a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program for ~~pupils to~~ **students** who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
10. Information concerning a ~~student's~~ **pupil's** HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
11. ~~The Board of Education school nurse shall ensure that students~~ **pupils** receive health screenings as outlined ~~in N.J.A.C. 6A:16-2.2(k), below in accordance with New Jersey Department of Education Health Service Guidelines:~~
- a. ~~Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.~~
  - b. ~~Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.~~
  - c. ~~Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.~~
  - d. ~~Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.~~



# POLICY GUIDE

PUPILS  
5310/page 9 of 9  
Health Services

c. ~~Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.~~

f. ~~The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.~~

12. The \_\_\_\_\_ school nurse or designee shall screen to ensure hearing aids worn by students pupils who are deaf and/or hard of hearing are functioning properly. The \_\_\_\_\_ school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students pupils hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.34 et seq.; 6A:16-2.2 et seq.

Adopted:





# REGULATION GUIDE

PUPILS  
R 5310/page 1 of 8  
Health Services  
Sep 14  
M

[See POLICY ALERT Nos. 106, 139, 147, 157, 170, 178 and 204]

## R 5310 HEALTH SERVICES

### A. Definitions N.J.A.C. 6A:16-1.3

1. **Advanced practice nurse** – means a person who holds a current **license** ~~certification~~ as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. **Certified School Nurse** – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate Endorsement**, school nurse or school nurse/non-instructional **endorsement** from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.
3. **Medical Examination** – means the assessment of an individual's health status.
4. **Medical Home** – means a health care provider, **including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12** and ~~the~~ that provider's practice site chosen by the student's ~~pupil's~~ parent or legal guardian for the provision of health care.
5. **Non-certified Nurse** – means a person who holds a current license as a ~~registered~~ professional nurse from the State Board of Nursing and is employed by a district Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
6. **Physical Examination** – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse. The term includes ~~very~~ specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. **School Physician** – means a physician with a current license to practice ~~medicine~~ or osteopathy from the New Jersey Board of ~~Examiners~~ who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.



# REGULATION GUIDE

PUPILS  
R 5310/page 2 of 8  
Health Services

## B. Medical Examinations -- General Conditions

Each ~~student pupil~~ medical examination shall be conducted at the medical home of the ~~student pupil~~. If a ~~student pupil~~ does not have a medical home, the school district shall provide ~~the this~~ examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4. ~~For the purpose of the physical examination required for pupils prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for pupils enrolled in grades six to twelve, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician. A full report of the examination shall be maintained as part of the pupil's health record.~~

The findings of required examinations under C. through G. below shall be ~~documented on a form that is approved by the Commissioner of Education and shall~~ include the following components:

1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4.16;
2. Medical history including allergies, past serious illnesses, injuries, ~~and~~ operations, medications, and current health problems;
3. Health screenings including height, weight, hearing, blood pressure, and vision; and
4. Physical examinations.

The ~~district~~ Board of Education shall make accessible information regarding the New Jersey FamilyCare Program for ~~students~~ pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

Pursuant to N.J.S.A. 18A:40-4.4, a ~~student pupil~~ who presents a statement signed by his/her parent(s) or ~~legal guardian(s)~~ that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the ~~student pupil~~ is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.

Information concerning a ~~student's pupil's~~ HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.



# REGULATION GUIDE

PUPILS

R 5310/page 3 of 8

Health Services

C. **Medical Examinations - Prior To Participation On A School-Sponsored Interscholastic Or Intramural Athletic Team Or Squad For Students Pupils Enrolled In Any Grades Six To Twelve**

The school district shall ensure that ~~students~~ pupils receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for ~~students~~ pupils enrolled in any of the grades six to twelve.

1. The examination shall be conducted within 365 days prior to the first practice session.
2. The medical examination shall include a health history questionnaire, completed and signed by the parent(s) or legal guardian(s).
  - a. The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the ~~student~~ pupil had or currently has any of the following conditions since their last physical:
    - (1) Injuries;
    - (2) Chronic or ongoing illness;
    - (3) Need for pPrescribed medication;
    - (4) Allergies;
    - (5) Head-related conditions;
    - (6) Heart-related conditions;
    - (7) Eye, ear, nose, mouth, or throat conditions;
    - (8) Neuromuscular/orthopedic conditions; or
    - (9) General or exercise-related conditions.



# REGULATION GUIDE

## PUPILS

R 5310/page 4 of 8

Health Services

- b. The medical report shall include a determination concerning the ~~student's pupil's~~ participation ~~that from the examining physician, advanced practice nurse or physician's assistant~~ which includes, at a minimum, the following normalities:
- (1) Measurement of weight, height, and blood pressure;
  - (2) Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, a rash, and purpura;
  - (3) Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
  - (4) Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
  - (5) Examination of the nose to assess the presence of deformity which may affect endurance;
  - (6) Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;
  - (7) Examination of chest contour;
  - (8) Auscultation and percussion of the lungs;
  - (9) Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
  - (10) Assessment of the abdomen with attention to the possible presence of ~~hepatomegaly~~ ~~heptamegaly~~, splenomegaly, or abnormal masses;



# REGULATION GUIDE

## PUPILS

R 5310/page 5 of 8

Health Services

- (11) Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
  - (12) Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;
  - (13) Assessment of physiological maturation; and
  - (14) Neurological examination to assess balance and coordination.
- c. The medical report shall indicate ~~if whether~~ a ~~student pupil~~ is allowed or disallowed to participate in the required sports categories and ~~shall must~~ be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.
- d. ~~An incomplete A form that is incomplete~~ shall be returned to the ~~student's pupil's~~ medical home for completion ~~unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.~~
3. Each ~~student pupil~~ whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the ~~parent(s) or legal guardian(s).~~ The health history update shall include the following information:
- a. Hospitalization/operations;
  - b. Illnesses;
  - c. Injuries;



# REGULATION GUIDE

PUPILS

R 5310/page 6 of 8

Health Services

- d. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and
  - e. Medications.
- 4. Each school district shall provide to the **parent** written notification signed by the school physician to the ~~parent(s) or legal guardian(s)~~ stating approval of the **student's pupil's** participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the **student's pupil's** participation.
  - 5. A **student pupil** that ~~who~~ does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.
- D. Medical Examinations - Upon Enrollment ~~in~~ Into School
- 1. The school district shall ensure that **students pupils** receive medical examinations upon enrollment ~~in into~~ school. ~~Parent(s) or legal guardian(s)~~ shall be required to provide examination documentation of each **student pupil** within thirty days ~~upon of~~ enrollment in the enrolling into school.
  - 2. When a **student transfers pupil is transferring** to another school, the ~~sending each~~ school district shall ensure the **entry-examination** that ~~pupil~~ documentation of ~~entry examination~~ is forwarded to the ~~receiving transfer~~ school district pursuant to N.J.A.C. 6A:16-2.4(d).
  - 3. ~~Students Pupils~~ transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period ~~in order~~ to obtain entry examination documentation.
  - 4. The ~~school district school nurse~~ shall notify ~~parents(s) or legal guardian(s) through its website or other means~~ about the importance of obtaining subsequent medical examinations of the **student pupil** at least once during each developmental stage; at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve);



# REGULATION GUIDE

PUPILS

R 5310/page 7 of 8

Health Services

E. Medical Examinations - When ~~Students~~ Pupils Apply for Working Papers

1. ~~The school district shall ensure that a pupil receives medical examinations when applying for working papers.~~ Pursuant to N.J.S.A. 34:2-21.7 and 21.38, the school district **may provide** is responsible for the administration of ~~a~~ medical examinations for a **student** pupil pursuing a certificate of employment.
2. ~~A statement of physical fitness shall be signed by the school physician unless the parent(s) or legal guardian(s) elects to obtain the examination at the pupil's medical home.~~
23. The school district shall not be held responsible for the costs incurred by the parent(s) or legal guardian(s) who elects to obtain the for examinations at the student's ~~pupil's~~ medical home or other medical provider(s).

F. Medical Examinations - For ~~t~~he Purposes ~~o~~f ~~t~~he Comprehensive Child Study Team Evaluation Pursuant ~~t~~o N.J.A.C. 6A:14-3.4

1. The school district shall ensure that ~~students~~ pupils receive medical examinations for the purposes of the ~~c~~omprehensive Child Study Team ~~e~~valuation pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When ~~a~~ **Student** Pupil is Suspected ~~o~~f Being Under ~~t~~he Influence ~~o~~f Alcohol ~~o~~r Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3

1. If a **student** pupil who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the **student's** pupil's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.
2. No school staff shall interfere with a **student** pupil receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.



# REGULATION GUIDE

PUPILS  
R 5310/page 8 of 8  
Health Services

## II. Health Screenings

**The** ~~Each district~~ Board of Education shall ensure that **students** pupils receive health screenings **in accordance with N.J.A.C. 6A:16-2.2(k).**

1. Screening for height, weight, and blood pressure shall be conducted annually for each **student** ~~pupil~~ in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for **students** ~~pupils~~ in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for **students** ~~pupils~~ in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for **students** ~~pupils~~ between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, ~~physical education instructor~~, or other school personnel properly trained.
6. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any **student** ~~pupil~~ suspected of deviation from the recommended standard.

Issued:





# POLICY GUIDE

PUPILS  
5530/page 1 of 10  
Substance Abuse  
Sep 14  
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[See POLICY ALERT Nos. 105, 121, 144 156, 157, 161, 179 and 204]

## 5530 SUBSTANCE ABUSE

The Board of Education recognizes that a ~~student's~~ pupil's abuse of harmful substances seriously impedes that ~~student's~~ pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will ~~and~~ maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

### A. Definitions

N.J.S.A. 18A:40A-9

N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

For the purposes of this policy:

~~"Substance" means alcoholic beverages, controlled dangerous substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over the counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.~~



# POLICY GUIDE

## PUPILS

5530/page 2 of 10

### Substance Abuse

~~"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.~~

~~"Evaluation" means those procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the pupil or the pupil's family.~~

~~"Intervention" means those programs, services, and actions taken to identify and offer help to a pupil at risk for learning, behavior, or health difficulties.~~

~~"Referral for treatment" means those programs and services offered to a pupil or his or her family to help implement the recommendations of an evaluation or in response to the family's request for assistance with a learning, behavior, or health difficulty.~~

~~"School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.~~

## B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, ~~including on school buses or at school-sponsored functions~~ according to N.J.S.A. 18A:40A-9, 10, and 11.



# POLICY GUIDE

PUPILS  
5530/page 3 of 10  
Substance Abuse

A student pupil who uses, possesses, or distributes a alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5 ~~substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board will may establish consequences for a student pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).~~

## C. Instruction

N.J.S.A. 18A:40A-1 et seq.  
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1 ~~comprehensive program of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse.~~

## D. Identification, Evaluation, and Intervention Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17  
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

### 1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student pupil may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds, ~~including on a school bus or at a school-sponsored function~~ shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.



# POLICY GUIDE

## PUPILS

5530/page 4 of 10

Substance Abuse

- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the **student pupil**, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the **student pupil**, the **student pupil** shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the **student's pupil's** physical or mental ability to perform in school, the **student pupil** shall be immediately returned to school. If there is a positive determination from the medical examination indicating the **student's pupil's** alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the **student pupil** shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible, and Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the **student's pupil's** alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a **student pupil** with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a **student pupil** is at home because of the medical evaluation or after the **student pupil** returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the **student pupil** and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.



# POLICY GUIDE

PUPILS  
5530/page 5 of 10  
Substance Abuse

- g. **Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.**

## **{Optional}**

- h. The Board may provide additional intervention and referral services for the **student pupil** according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.†

## **2. Anabolic Steroids**

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel **has** shall have reason to believe a **student pupil** has used or may be using anabolic steroids, **that the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.**
- b. The **Building** Principal or designee upon receiving such report shall immediately notify the parent(s) ~~or legal guardian(s)~~ and Superintendent and shall arrange for an examination of the **student pupil** as soon as possible to determine whether the **student pupil** has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. **Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with** ~~The Superintendent will disclose to law enforcement authorities the identity of the pupil pursuant to~~ the requirements of N.J.A.C. 6A:16-4.3(b)3.
- d. A written report of the examination shall be provided by the examining physician to the parent(s) ~~or legal guardian(s)~~, **Building** Principal, and Superintendent.



# POLICY GUIDE

## PUPILS

5530/page 6 of 10

Substance Abuse

- e. If it is determined the **student pupil** has used anabolic steroids, an appropriately certified school staff member(s) shall interview the **student pupil** and others to determine the extent of the **student's pupil's** involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
  - f. If the results of a referral for evaluation have positively determined the **student's pupil's** involvement with and use of anabolic steroids represents a danger to the **student's pupil's** health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.



# POLICY GUIDE

PUPILS  
5530/page 7 of 10  
Substance Abuse

## E. In-Service Training

N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students pupils in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

## F. Parent Training Program/Outreach Program Outreach to Parents

N.J.S.A. 18A:40A-16; 18A:40A-17  
N.J.A.C. 6A:16-4.1(c)87.

The Board will provide an a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17. to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

## G. Records and Confidentiality of Records

~~§408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 USC, and Implementing Regulations;~~

42 CFR Part 2  
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2  
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.



# POLICY GUIDE

## PUPILS

5530/page 8 of 10

Substance Abuse

Notations concerning a ~~student's~~ **pupil's** involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330 regarding confidentiality and ~~limited access~~. All such notations shall be expunged when they are no longer required for the ~~counseling or discipline of the pupil or when the pupil leaves school~~. Information concerning ~~regarding a student's~~ **pupil's** involvement in a school intervention or treatment program ~~for alcohol or other drug abuse~~ shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5 in accordance with ~~§408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 et seq., and implementing regulations, 42 CFR Part 2~~.

If an elementary or secondary ~~student~~ **pupil** who is participating involved in a school-based drug or alcohol ~~abuse~~ counseling program provides information during the course of a counseling session in that program which indicates that the ~~student's~~ **pupil's** parent(s) or legal guardian(s) or other person residing in the ~~student's~~ **pupil's** household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only ~~in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2~~ the ~~pupil's~~ **pupil's** written consent, to another person or entity whom the ~~pupil~~ **pupil** specifies in writing in the case of a secondary pupil, or to a member of the ~~pupil's~~ **pupil's** immediate family or the appropriate school personnel in the case of an elementary pupil; pursuant to a court order; to a person engaged in a bona fide research purpose, except that no names or other information identifying the ~~pupil~~ **pupil** or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary ~~pupil~~ **pupil** or another child may be an abused or neglected child.

### H. Nonpublic School Students Pupils

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board ~~has the power and duty to~~ **will lead to** ~~students~~ **pupils** attending nonpublic schools located in this district and to the parents(s) or





# POLICY GUIDE

PUPILS  
5530/page 9 of 10  
Substance Abuse

~~legal guardian(s) of such students pupils~~ all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances ~~substance abuse prepared and supplied developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these such materials shall be at no cost to the district.~~

## I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14;  
N.J.A.C. 6A:16-4.3(c)

No civil action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee school staff member who in good faith reports a student pupil to the Building Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

## J. Reporting Students Pupils to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3(a)

The Superintendent, or designee, shall disclose to law enforcement authorities the identity report of a student pupils to law enforcement authorities if the staff member has reason to believe a pupil reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia is unlawfully possessing or in any way involved or implicated in the distribution activities regarding of controlled dangerous substances, including anabolic steroids, or drug paraphernalia, pursuant to N.J.A.C. 6A:16-4.1(c)9 6-3(a). The Superintendent or designee shall will not disclose the identity of the student report pupils who has have voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug substance abuse problem provided the student pupil is not reasonably believed to be involved or implicated in a current drug-distribution activities.



# POLICY GUIDE

## PUPILS

5530/page 10 of 10

### Substance Abuse

The Superintendent or designee may, but need not disclose to law enforcement authorities the identity of a ~~student pupil~~ suspected to be under the influence of alcohol and/or ~~other drugs controlled dangerous substances~~, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. 4.3(a); ~~or a pupil suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical evaluation, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol or other drugs or has been using anabolic steroids, provided the pupil is not reasonably believed to be in possession of a controlled dangerous substance or drug paraphernalia, and is not reasonably believed to be involved or implicated in drug distribution activities. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.~~

#### K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) and & (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on ~~student pupil~~ alcohol and drug abuse. The Board ~~may shall~~ solicit parent(s) or legal guardian(s), ~~student, pupil~~ and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be made ~~available annually, disseminated at the beginning of the school year, to all school staff employees, students pupils, and parents(s) or legal guardian(s) through the district website or other means. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.~~

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.

N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.; 6A:16-6.1 et seq.

Adopted:



# REGULATION GUIDE

PUPILS  
R 5530/page 1 of 23  
Substance Abuse  
Sep 14  
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[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179 and 204]

## R 5530 SUBSTANCE ABUSE

The following procedures are established in implementation of Policy No. 5530, Substance Abuse.

### A. Definitions

1. "Evaluation" means those procedures used by a certified or licensed professional to make a positive determination of a ~~student's~~ **pupil's** need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the ~~student~~ **pupil** or the ~~student's~~ **pupil's** family.
2. ~~"Intervention" means those programs, services and actions taken to identify and offer help to a pupil at risk for learning, behavior or health difficulties.~~
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
34. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a **student pupil**. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the **student pupil**, as well as the natural or adoptive parent(s) of the **student pupil**, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
43. "Referral for evaluation" means those programs and services ~~suggested~~ **offered** to a **student pupil** or his or her family in order to make a positive determination regarding a **student's** ~~pupil's~~ need for services ~~that which~~ extend beyond the general school program.



# REGULATION GUIDE

PUPILS

R 5530/page 2 of 23

Substance Abuse

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.
75. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.



# REGULATION GUIDE

PUPILS

R 5530/page 3 of 23

Substance Abuse

86. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
97. "Under the influence" of substances means that the **student pupil** is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

## B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the **student pupil** who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. **Students Pupils** who violate the substance abuse rules will be disciplined as follows:
- a. First offense:  
suspension / mandated treatment / possible legal action
  - b. Second offense:  
same as above
  - c. Third offense:  
return to district
2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the **student pupil** does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:



# REGULATION GUIDE

PUPILS

R 5530/page 4 of 23

Substance Abuse

a. First offense:

Suspension & DCF referral

b. Second offense:

Return to district

c. Third offense:

N/A

## C. ~~Intervention, Referral for Evaluation, and Referral for Treatment Services Identification and Remediation of Pupils Involved with Substances~~

- ~~1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.~~
- ~~2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team member, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.~~
- ~~3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.~~



# REGULATION GUIDE

PUPILS

R 5530/page 5 of 23

Substance Abuse

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
  - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
  - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
    - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
    - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
    - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
    - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.



# REGULATION GUIDE

PUPILS

R 5530/page 6 of 23

Substance Abuse

## D. ~~Reporting, Notification, and Examination Procedures~~ ~~Reporting and Examination of Pupils Under the Influence of Anabolic Steroids~~

### 1. ~~Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)~~

a1. Whenever ~~a~~ any teaching staff member, certified or non-certified school nurse, or other educational personnel ~~has~~ have reason to believe that a student ~~pupil~~ has used or may be using anabolic steroids, ~~the~~ that person ~~shall~~ ~~must~~ report the matter as soon as possible to the Principal (or, in the Principal's absence, to a person designated by the Principal) and either the certified or non-certified school nurse, or the school physician, or the ~~Substance Awareness Coordinator~~ student assistance coordinator.

b2. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, ~~t~~The Principal or designee, ~~in response to every report,~~ shall immediately notify the student's ~~pupil's~~ parent(s) or legal guardian(s) and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.

~~(1)3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician chosen selected by the parent is not available to perform the examination, the examination will shall be conducted by the school physician or other another physician identified by the Principal. An examination conducted, at parental request, by a physician other than the school physician or another physician identified by the Principal shall not be at the district's expense.~~





# REGULATION GUIDE

PUPILS

R.5530/page 7 of 23

Substance Abuse

- (2)4. The **student pupil** shall be examined as soon as possible for the purpose of determining whether the **student pupil** has been using anabolic steroids.
- c5. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a **student pupil** suspected or to have used or who may to be using anabolic steroids.
- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a **student pupil** reasonably believed to be in possession of anabolic steroids or related paraphernalia or a **student pupil** reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d6. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination. ~~A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent.~~
- e7. If it is determined that the **student pupil** has used anabolic steroids, an individual who holds the Educational Services Certificate with the ~~substance awareness--coordinator~~ **student assistance coordinator** endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall interview the **student pupil** and others, as necessary, for the purpose of determining the extent of the **student's pupil's** involvement with and use of anabolic steroids and the possible need for referral for treatment.



# REGULATION GUIDE

PUPILS

R 5530/page 8 of 23

Substance Abuse

- (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the ~~student's~~ pupil's teachers and parents and consultation with experts in ~~student~~ pupil alcohol or other drug abuse, ~~as may be appropriate and necessary.~~

- f8. If the results of a referral for evaluation have positively determined that the ~~student's~~ pupil's involvement with and use of anabolic steroids represents a danger to the ~~student's~~ pupil's health and well-being, the school staff member(s) identified in D.1.e. 7. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

## ~~E. Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids~~

### 2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids - N.J.A.C. 6A:16-4.3(a)

- a1. Any educational staff member or other professional to whom it appears that a ~~student~~ pupil may be currently under the influence of alcohol or other drugs on school grounds, ~~including on a school bus or at a school-sponsored function,~~ shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, the school physician, or the ~~substance awareness coordinator~~ student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12. ~~In the absence of the Principal, his or her designee shall be notified.~~



# REGULATION GUIDE

PUPILS

R 5530/page 9 of 23

Substance Abuse

- (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the ~~substance awareness coordinator~~ **student assistance coordinator** are not in attendance, the staff member responsible for the school function shall be immediately notified.
  - (2) The referring staff member shall **file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Electronic the Violence, and Vandalism Reporting System (EVVRS) and Substance Abuse Incident Report,** according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
- b2. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, ~~the Principal or designee, in response to every report,~~ **the Principal or designee, shall:**
- (1) Immediately notify the ~~student's~~ **pupil's** parent~~(s)~~ or ~~legal guardian(s)~~ and the Superintendent ~~and/or~~ **designee;**
  - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
  - (3) Any substance screening conducted by the school nurse ~~and/or other staff~~ **is not a substitute for the required medical examination required in** N.J.S.A. 18A:40A-12.



# REGULATION GUIDE

PUPILS

LR 5530/page 10 of 23

Substance Abuse

- c3. The Superintendent or designee may, ~~but need not~~, disclose to law enforcement authorities the identity of a ~~student~~ pupil suspected to be under the influence of alcohol or other drugs.
- (1) The Superintendent ~~or designee~~ shall disclose to law enforcement authorities the identity of a ~~student~~ pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a ~~student~~ pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d4. ~~The Principal or designee, in response to every report must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who that is selected by the parent(s) or legal guardian(s).~~
- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
- (2) The examination shall be at the expense of the parent and not the district Board of Education.



# REGULATION GUIDE

PUPILS  
R 5530/page 11 of 23  
Substance Abuse

- e. If the **physician chosen by the parent's or legal-guardian's physician licensed to practice medicine or osteopathy** is not immediately available, the medical examination shall be conducted by the school physician.
- (1) ~~If neither the parent's or legal-guardian's physician nor the school physician is not immediately available, the student pupil shall be accompanied by a member of the school staff designated by the Principal taken to the emergency room of the nearest hospital for examination.~~
  - (2) ~~The pupil shall be accompanied by the student's pupil's parent(s), or legal-guardian(s) if available, shall also accompany the student and by a member of the school staff designated appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal-guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal-guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room.~~
  - (3) **When the An medical examination is conducted by a the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education selected by the parent(s) or legal-guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.**



# REGULATION GUIDE

PUPILS  
R 5530/page 12 of 23  
Substance Abuse

- f5. The Board of Education will have a plan in place for the appropriate supervision of the student:
- (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
  - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

~~The school district, in cooperation with the medical professionals licensed to practice medicine or osteopathy, will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.~~

- g6. A written report of the medical examination of the student pupil shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the student pupil for suspected alcohol drug or other drug alcohol use.
- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
  - (2) The report's findings of the report shall verify whether the student's pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.



# REGULATION GUIDE

PUPILS  
R 5530/page 13 of 23  
Substance Abuse

- h7. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, **the school district will require the parent is required to verify within twenty-four hours of the notification that the student pupil is suspected of alcohol or other drug use that the a medical examination was performed in compliance in accordance with this Policy was performed.**
- (1) The verification shall include, at a minimum, **the signature, the printed name, address, and phone number of the examining physician, the date and time of the medical examination, signature of the examining physician and the date by which the written report required in this Policy of the examination will be provided.**
- (2) **Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).**
- i8. If the written report of the medical examination is not submitted to the parent, Principal, **and ex Superintendent within twenty-four hours of the referral of the student pupil for suspected alcohol or other drug use, the student pupil shall will be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.**
- j9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the **student's pupil's physical and mental ability to perform in school, the student pupil will be immediately returned to school.**



# REGULATION GUIDE

PUPILS

R 5530/page 14 of 23

Substance Abuse

k10. If there is a positive determination from the medical examination, indicating the ~~student's pupil's~~ alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(1) The ~~student~~ pupil will be returned as soon as possible to the care of the parent; ~~parent's care as soon as possible.~~

(2) Attendance at school shall ~~will~~ not resume until a written report has been submitted to the parent(s) ~~or~~ legal guardian(s), the Principal, and Superintendent from a ~~the~~ physician licensed to practice medicine or osteopathy who has examined the ~~student~~ pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall ~~must~~ verify that the ~~student's pupil's~~ alcohol or other drug use no longer interferes with the ~~student's~~ pupil's physical and mental ability to perform in school.

(3) Removal of a ~~student~~ pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.

~~11. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(e)2.~~





# REGULATION GUIDE

PUPILS

R 5530/page 15 of 23

Substance Abuse

112. While the **student pupil** is home because of the medical examination or after the **student pupil** returns to school, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **student assistance coordinator** endorsement issued by the New Jersey State Board of Examiners or an individual who holds **one of the following Educational Services Certificate endorsements**: either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services ~~endorsement on the Educational Services Certificate~~ and is trained to assess alcohol and other drug abuse shall:
- (1)~~a~~. Conduct an alcohol and other drug assessment of the **student pupil** and a reasonable investigation of the situation, which may include interviews with the **student's pupil's** teachers and parents and consultation with experts in **student pupil** alcohol or other drug abuse ~~as may be appropriate and necessary~~, for the purpose of making a preliminary determination of the **student's pupil's** need for educational programs, supportive services, or treatment ~~that which~~ extend beyond the general school program by virtue of the **student's** use of alcohol or other drugs by the **pupil**.
    - (a) The findings of the assessment alone shall not prevent a **student pupil** from attending school; and
  - (2)b. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for **alcohol or other drug substance** abuse treatment.



# REGULATION GUIDE

PUPILS

R 5530/page 16 of 23

Substance Abuse

~~n13.~~ While the ~~student~~ pupil is at home because of the medical examination or after ~~his or her~~ the pupil returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the ~~student~~ pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a ~~student's~~ pupil's need for programs and services ~~that~~ which extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a ~~student~~ pupil from attending school.

~~n14.~~ If at any time it is determined ~~that the student's~~ a pupil's use of alcohol or other drugs substances presents a danger to the ~~student's~~ pupil's health and well-being, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: ~~either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services endorsement on the Educational Services Certificate~~ and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug substance abuse treatment.

~~15.~~ Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with N.J.A.C. 6A:16-4.3 and this Policy shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

## [Optional

~~16.~~ The district \_\_\_\_\_ (may or will) provide additional intervention and referral services for the pupil according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-7.1 through 7.3.]



# REGULATION GUIDE

PUPILS  
R 5530/page 17 of 23  
Substance Abuse

## **EF. Handling of Alcohol or Other Drugs Presence of Substances on School Premises**

1. A ~~student's~~ pupil's person, effects, or school storage places may be searched for substances in accordance with **Board Policy and applicable laws regarding searches in schools No. 5770.**
2. ~~The Principal or other school officer conducting the search shall confiscate as evidence any substance, found in the pupil's possession.~~
  2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
    - a. ~~Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations.~~
    - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
    - b. ~~Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.~~



# REGULATION GUIDE

PUPILS

R 5530/page 18 of 23

Substance Abuse

- c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
  - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
  - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
- d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
  - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

## F. Reporting Students to Law Enforcement Agencies

- 1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.



# REGULATION GUIDE

PUPILS  
R 5530/page 19 of 23  
Substance Abuse

2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.



# REGULATION GUIDE

PUPILS  
R 5530/page 20 of 23  
Substance Abuse

7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

## G. Parent Training Program/Outreach Programs ~~to Parents~~

1. A substance abuse training program will be offered to the parents of students ~~An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district. The program will be offered conducted at times, including evenings and weekends, and places convenient to parents(s) or legal guardian(s) and on school premises or at in other suitable facilities closer to pupil's residences or parents' workplaces.~~
2. The program shall, at a minimum, provide ~~The parents' outreach program will include:~~
  - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
  - b. ~~Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;~~
  - be. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
  - cd. Instruction to assist the parent in ~~on~~ the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuser;



# REGULATION GUIDE

PUPILS  
R 5530/page 21 of 23  
Substance Abuse

- de. Information on the State, and local, and community organizations which are available to assist in for the prevention, of substance abuse and the early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abusers; and
  - ef. A rReview of the Board Ppolicy and administrative Rregulations on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
- a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

## II. Records and Confidentiality of Records

- 1. Notations concerning a student's pupil's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
- 2. Information concerning regarding a student's pupil's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2 in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee 3, and implementing regulations, 42 CFR Part 2.



# REGULATION GUIDE

PUPILS  
R 5530/page 22 of 23  
Substance Abuse

3. If an ~~elementary or secondary student~~ pupil involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session in ~~that program~~ which indicates that the ~~student's~~ pupil's parent(s) or legal guardian(s) or other person residing in the ~~student's~~ pupil's household is dependent upon or illegally using a substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2 as that term is ~~defined in N.J.S.A. 18A:40A-9~~, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
- a. Subject to the ~~student's~~ pupil's written consent, to another person or entity whom the ~~student~~ pupil specifies in writing in the case of a secondary ~~student~~ pupil, or to a member of the ~~student's~~ pupil's immediate family or the appropriate school personnel in the case of an elementary ~~student~~ pupil;
  - b. Pursuant to a court order;
  - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the ~~student~~ pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
  - d. To the Division of **Child Protection and Permanency (DCP&P)** ~~Youth--and--Family--Services~~ or to a law enforcement agency, if the information would cause a person to reasonably suspect that the ~~elementary--or--secondary student~~ pupil or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the ~~student's~~ pupil's written consent. The disclosure must be accompanied by a written





# REGULATION GUIDE

PUPILS  
R.5530/page 23 of 23  
Substance Abuse

statement from the Superintendent or designee \_\_\_\_\_ advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997,c. 362-(N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this ~~Ppolicy or Regulation~~ prevents the Division of Youth and Family Services DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this ~~Ppolicy or Regulation~~ shall be construed as authorizing the a violation of any Federal law.

The prohibition on the disclosure of information provided by a student pupil shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student pupil in violation of this Ppolicy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the ~~Electronic Violence, and Vandalism and Substance Abuse Incident Reporting System (EVVRS) form.~~

Issued:



# POLICY GUIDE

PUPILS  
5600/page 1 of 4  
Student Discipline/Code of Conduct  
Sep 14  
M

[See **POLICY ALERT** Nos. 140, 142, 147, 164, 176, 193, 196 and 204]

## 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.



# POLICY GUIDE

PUPILS  
5600/page 2 of 4  
Student Discipline/Code of Conduct

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's



# POLICY GUIDE

PUPILS

5600/page 3 of 4

Student Discipline/Code of Conduct

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been



# POLICY GUIDE

PUPILS

5600/page 4 of 4

Student Discipline/Code of Conduct

involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted:



# REGULATION GUIDE

PUPILS

R 5600/page 1 of 16

Student Discipline/Code of Conduct

Sep 14

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[See POLICY ALERT Nos. 140, 147, 176, 193, 196 and 204]

## R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

### A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

### B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.



# REGULATION GUIDE

PUPILS

R 5600/page 2 of 16

Student Discipline/Code of Conduct

## C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;



# REGULATION GUIDE

PUPILS

R 5600/page 3 of 16

Student Discipline/Code of Conduct

10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

## D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and





# REGULATION GUIDE

PUPILS

R 5600/page 4 of 16

Student Discipline/Code of Conduct

7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

## E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

### 1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. letter to student
  - b. letter to parent(s)
  - c. student recognition activities
  - d. teacher / classroom praise activities / initiatives
- (Student of the Month  
Stellar CTE student of the month)*



# REGULATION GUIDE

PUPILS

R 5600/page 5 of 16

Student Discipline/Code of Conduct

## 2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

## 3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

### a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

### b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.



# REGULATION GUIDE

PUPILS

R 5600/page 6 of 16

Student Discipline/Code of Conduct

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

e.

Mediation

f.

Peer Support Group

g.

h.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:



# REGULATION GUIDE

PUPILS

R 5600/page 7 of 16

Student Discipline/Code of Conduct

- a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

## G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

### 1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

### 2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.



# REGULATION GUIDE

PUPILS

R 5600/page 8 of 16

Student Discipline/Code of Conduct

3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
  - (1) Moving freely about the school building;
  - (2) Participation in co-curricular or inter/intrascholastic activities;
  - (3) Attendance at a school-related social or sports activity;
  - (4) Participation in a graduation ceremony;
  - (5) Transportation to and from school on a school bus; or
  - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.



# REGULATION GUIDE

PUPILS

R 5600/page 9 of 16

Student Discipline/Code of Conduct

## 6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

## 7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

## 8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

## 9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.



# REGULATION GUIDE

PUPILS  
R 5600/page 10 of 16  
Student Discipline/Code of Conduct

## H. Chart of Discipline

[Select one option below:

☒ 1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in each school's student handbook.

☐ 1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

[Note – The school district may have separate sections of school responses for various grade levels such as K-5, 6-8, and 9-12]

Violation	First Offense	Second Offense	Third Offense
Arson			
Assault			
Assault With Weapon			
Cheating			
Cutting Class, Leaving Class, or Leaving Assigned Location Without Permission			
Cutting Detention			
Dating Violence			
Defiance of Authority			
Destruction of School, Staff or Student Property			



# REGULATION GUIDE

PUPILS  
R 5600/page 11 of 16  
Student Discipline/Code of Conduct

Violation	First Offense	Second Offense	Third Offense
Disobedience			
Disruption			
Extortion			
Failure to Wear Seatbelt on School Bus			
Falsifying a Fire or Security Alarm			
Fighting			
Forgery			
Gambling			
Harassment, Intimidation, or Bullying			
Inappropriate Language			
Inappropriate Dress			
Inappropriate Behavior on School Bus			
Littering			
Misuse of Computer Networks/Computers			
Membership in Secret Society			
Sexual Harassment			
Smoking (As Defined by Board Policy) on School Grounds			





Out of School

[illegible]

# REGULATION GUIDE

PUPILS  
R 5600/page 12 of 16  
Student Discipline/Code of Conduct

Violation	First Offense	Second Offense	Third Offense
Substance Abuse			
Terroristic Threat			
Theft/Damage			
Tuancy			
Use or Possession of an Exploding Device			
Vandalism			
Weapon Possession			
Wrongful Entry			
Other:			
Other:			
Other:			
Other:			

- The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
- The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.



# REGULATION GUIDE

PUPILS

R 5600/page 13 of 16

Student Discipline/Code of Conduct

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
  5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.
1. Student Conduct Away from School Grounds
    1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
      - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
      - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
      - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
    2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.



# REGULATION GUIDE

PUPILS

R 5600/page 14 of 16

Student Discipline/Code of Conduct

## J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

## K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

## L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.



# REGULATION GUIDE

PUPILS

R 5600/page 15 of 16

Student Discipline/Code of Conduct

2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
  - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
  - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

## M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:



# REGULATION GUIDE

PUPILS

R 5600/page 16 of 16

Student Discipline/Code of Conduct

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

## N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted:



# POLICY GUIDE

OPERATIONS

8505/page 1 of 7

Wellness Policy/Nutrient Standards for  
Meals and Other Foods

Sep 14

M

[See POLICY ALERT Nos. 174, 195, 198 and 204]

## 8505 WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

### A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
  - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
  - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
  - c. The Principal or designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.



# POLICY GUIDE

## OPERATIONS

8505/page 2 of 7

### Wellness Policy/Nutrient Standards for Meals and Other Foods

- d. Food service staff, in consultation with the Principal or designee, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
  - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
  - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education - The following activities will be coordinated in each school in the district:
- a. The Principal will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
  - b. The Principal or designee will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
  - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.
3. Goals for Physical Activity
- a. The following activities will be coordinated in each elementary school in the district:





# POLICY GUIDE

## OPERATIONS

8505/page 3 of 7

### Wellness Policy/Nutrient Standards for Meals and Other Foods

- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
  - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
  - (4) The Principal will encourage classroom teachers to incorporate brief physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
  - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- b. The following activities will be coordinated in each middle school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.



# POLICY GUIDE

## OPERATIONS

8505/page 4 of 7

### Wellness Policy/Nutrient Standards for Meals and Other Foods

- ~~(2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.~~
    - ~~(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.~~
  - c. The following activities will be coordinated in each high school in the district:
    - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
    - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
    - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
- 4. Goals for Other School-Based Activities - The following activities will be coordinated in each school in the district:



# POLICY GUIDE

## OPERATIONS

8505/page 5 of 7

### Wellness Policy/Nutrient Standards for Meals and Other Foods

- a. Each school in the district will establish a Wellness Committee comprised of the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member.
  - b. The Principal or designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
  - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Wellness Committee.
  - d. The Principal will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
- a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools before June 30.
  - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.



# POLICY GUIDE

OPERATIONS

8505/page 6 of 7

Wellness Policy/Nutrient Standards for  
Meals and Other Foods

6. Annual District Summary Progress Report
  - a. Upon receiving the Annual School Progress Report from each school, the Superintendent or designee will compile an Annual District Summary Progress Report to be presented to the Board of Education at a public meeting before the beginning of the school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.
  - b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.
7. Additional Wellness Policy Goals
  - a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.
- B. Nutrition Guidelines for All Foods and Beverages
  1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the smart snacks in accordance with the requirements HRFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the HRFKA.
  2. The school district will comply with the HRFKA beverage requirements and beverage portion requirements for elementary, middle, and secondary schools. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.



# POLICY GUIDE

## OPERATIONS

8505/page 7 of 7

### Wellness Policy/Nutrient Standards for Meals and Other Foods

3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HEFKA. The nutrition standards of the IMFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be submitted to the Principal or designee for approval.

#### C. District Coordinator

The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.

#### D. Publication/Dissemination

This Policy will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted:



12/2 1:51pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/2014

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$778,375.55
121	Tax levy receivable		\$7,325,978.00
	Accounts receivable:		
132	Interfund	\$18,926.00	
141	Intergovernmental - State	\$1,041,391.74	
142	Intergovernmental - Federal	\$4,236.52	
143	Intergovernmental - Other	(\$1,775.82)	
			\$1,062,778.44
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$14,155,865.00	
302	Less Revenues	(\$13,024,899.21)	
			\$1,130,965.79
	Total assets and resources		\$10,298,097.78
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
General Fund - Fund 10 (including 16, 17 & 18)  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/2014

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

421	Accounts Payable	\$4,236.52
	Other current liabilities	\$3,050.00
		\$7,286.52
	TOTAL LIABILITIES	=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$7,446,360.68
754	Reserve for encumbrance - Prior Year	\$356.65
	Reserved fund balance:	
760	Reserved Fund Balance	\$546,053.84
601	Appropriations	\$14,658,281.83
602	Less : Expenditures	\$5,376,358.29
603	Encumbrances	\$7,446,717.33 (\$12,823,075.62)
		\$1,835,206.21
	Total Appropriated	\$9,827,977.38

--- U n a p p r o p r i a t e d ---

770	Fund Balance	\$964,325.21
303	Budgeted Fund Balance	(\$501,491.33)

TOTAL FUND BALANCE	\$10,290,811.26
TOTAL LIABILITIES AND FUND EQUITY	\$10,298,097.78

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$14,658,281.83	\$12,823,075.62	\$1,835,206.21
Revenues	(\$14,155,865.00)	(\$13,024,899.21)	(\$1,130,965.79)
	\$502,416.83	(\$201,823.59)	\$704,240.42
Less: Adjust for prior year encumb.	(\$925.50)	(\$925.50)	
	\$501,491.33	(\$202,749.09)	\$704,240.42
Budgeted Fund Balance	\$501,491.33	(\$202,749.09)	\$704,240.42
	=====	=====	=====

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)	\$501,491.33	(\$202,749.09)	\$704,240.42
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
	\$501,491.33	(\$202,749.09)	\$704,240.42
TOTAL Budgeted Fund Balance	\$501,491.33	(\$202,749.09)	\$704,240.42
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 5 Month Period Ending 11/30/2014

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$12,731,923.00	\$11,600,957.21		\$1,130,965.79
3XXX From State Sources	\$1,423,942.00	\$1,423,942.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$14,155,865.00	\$13,024,899.21		\$1,130,965.79
	=====	=====	=====	=====
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES ***				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$1,588,957.00	\$564,125.71	\$1,000,580.49	\$24,250.80
11-230-X00-XXX Basic Skills - Remedial Instruction	\$97,135.00	\$16,636.80	\$25,000.00	\$55,498.20
11-240-X00-XXX Bilingual Education - Instruction	\$63,200.00	\$7,659.50	\$4,468.10	\$51,072.40
11-3XX-100-XXX Voc. Programs - Local - Instruction	\$3,647,007.52	\$1,069,524.45	\$2,045,297.72	\$532,185.35
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$75,696.00	\$23,201.15	\$32,815.58	\$19,679.27
11-402-100-XXX School-Spons. Athletics - Instruction	\$86,821.00	\$36,196.27	\$40,252.16	\$10,372.57
--- UNDISTRIBUTED EXPENDITURES ---				
11-800-330-XXX Community Services Programs-				
11-000-213-XXX Health Services	\$184,466.00	\$67,487.70	\$97,709.42	\$19,268.88
11-000-218-XXX Guidance	\$629,015.00	\$213,759.58	\$404,751.55	\$10,503.87
11-000-219-XXX Child Study Teams	\$183,621.00	\$69,790.57	\$103,809.44	\$10,020.99
11-000-221-XXX Improvement Of Inst./Other Support				
Improvement of Inst. Serv.	\$325,128.00	\$120,055.91	\$152,277.58	\$52,794.51
11-000-222-XXX Educational Media Serv/School Library	\$163,256.00	\$67,469.93	\$89,638.98	\$6,147.09
11-000-223-XXX Instructional Staff Training Services	\$113,876.00	\$29,801.83	\$55,346.30	\$28,727.87
11-000-230-XXX Supp. Serv.-General Administration	\$555,775.22	\$208,952.01	\$289,423.22	\$57,399.99
11-000-240-XXX Supp. Serv.-School Administration	\$740,199.19	\$293,325.55	\$435,483.91	\$11,389.73
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$749,281.28	\$373,361.26	\$367,096.67	\$8,823.35
11-000-261-XXX Allowable Maint. for School Facilities	\$1,110,562.62	\$472,154.68	\$453,939.91	\$184,468.03
11-000-262-XXX Custodial Services	\$1,287,350.00	\$481,122.05	\$634,610.91	\$171,617.04
11-000-263-XXX Care and Upkeep of Grounds	\$15,500.00	\$12,396.19	\$3,059.37	\$44.44
11-000-266-XXX Security	\$96,000.00	\$47,820.93	\$46,233.17	\$1,945.90
11-000-270-XXX Student Transportation Services	\$110,811.00	\$23,245.06	\$47,481.54	\$40,084.40
11-000-291-XXX Allocated and Unallocated Benefits	\$2,600,618.00	\$994,930.83	\$1,106,561.84	\$499,125.33
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$14,424,275.83	\$5,193,017.96	\$7,435,837.86	\$1,795,420.01
	=====	=====	=====	=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 5 Month Period Ending 11/30/2014

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$174,006.00	\$125,419.80	\$8,800.00	\$39,786.20
	_____	_____	_____	_____
 TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$174,006.00	\$125,419.80	\$8,800.00	\$39,786.20
	=====	=====	=====	=====
*** SPECIAL SCHOOLS ***				
13-422-100-XXX Summer school -instruction	\$60,000.00	\$57,920.53	\$2,079.47	.00
	_____	_____	_____	_____
 TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$60,000.00	\$57,920.53	\$2,079.47	\$0.00
	=====	=====	=====	=====
  TOTAL GENERAL FUND EXPENDITURES	\$14,658,281.83	\$5,376,358.29	\$7,446,717.33	\$1,835,206.21
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 5 Month Period Ending 11/30/2014

		ESTIMATED	ACTUAL	UNREALIZED
		-----	-----	-----
--- LOCAL SOURCES ---				
1210	Local Tax Levy	\$11,291,923.00	\$11,291,923.00	.00
1310	Tuition- From LEA's	\$592,800.00	\$22,800.00	\$570,000.00
1XXX	Miscellaneous	\$847,200.00	\$286,234.21	\$560,965.79
		-----	-----	-----
	TOTAL	\$12,731,923.00	\$11,600,957.21	\$1,130,965.79
		=====	=====	=====
--- STATE SOURCES ---				
3132	Categorical Special Education Aid	\$293,914.00	\$293,914.00	.00
3176	Equalization	\$580,221.00	\$580,221.00	.00
3177	Categorical Security	\$64,725.00	\$64,725.00	.00
3178	Adjustment Aid	\$366,426.00	\$366,426.00	.00
3XXX	Other State Aids	\$118,656.00	\$118,656.00	\$0.00
		-----	-----	-----
	TOTAL	\$1,423,942.00	\$1,423,942.00	\$0.00
		=====	=====	=====
	TOTAL REVENUES/SOURCES OF FUNDS	\$14,155,865.00	\$13,024,899.21	\$1,130,965.79
		=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- REGULAR PROGRAMS - INSTRUCTION ---				
11-140-100-101 Salaries of Teachers	\$1,392,000.00	\$471,846.33	\$917,125.73	\$3,027.94
11-140-100-106 Other Salaries for Instruction	\$41,200.00	\$12,720.18	\$28,381.92	\$97.90
11-140-100-320 Purchased Prof.-Ed. Services	\$40,000.00	.00	\$39,266.86	\$733.14
11-140-100-500 Other Purchased Services	\$5,584.00	\$265.00	\$3,334.92	\$1,984.08
11-140-100-610 General Supplies	\$77,040.00	\$64,615.95	\$10,920.26	\$1,503.79
11-140-100-640 Textbooks	\$13,000.00	\$12,058.25	\$554.80	\$386.95
11-140-100-800 Other Objects	\$18,103.00	\$1,000.00	\$996.00	\$16,107.00
--- Regular programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$2,030.00	\$1,620.00	\$0.00	\$410.00
<hr/>				
TOTAL	\$1,588,957.00	\$564,125.71	\$1,000,580.49	\$24,250.80
--- Basic skills/remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$55,135.00	\$7,203.40	\$0.00	\$47,931.60
11-230-100-106 Other Sal. For Instruction	\$40,000.00	\$7,433.40	\$25,000.00	\$7,566.60
11-230-100-610 General Supplies	\$2,000.00	\$2,000.00	.00	.00
<hr/>				
TOTAL	\$97,135.00	\$16,636.80	\$25,000.00	\$55,498.20
--- Bilingual education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$63,200.00	\$7,659.50	\$4,468.10	\$51,072.40
<hr/>				
TOTAL	\$63,200.00	\$7,659.50	\$4,468.10	\$51,072.40
--- Regular Vocational Programs - Instruction ---				
11-310-100-101 Salaries of Teachers	\$2,616,652.00	\$731,077.37	\$1,725,723.43	\$159,851.20
11-310-100-106 Other Salaries for Instruction	\$57,000.00	\$14,549.16	\$40,911.39	\$1,539.45
11-310-100-320 Purchased Prof.-Ed. Services	\$203,020.00	.00	.00	\$203,020.00
11-310-100-500 Other Purchased Services	\$52,332.00	\$20,517.17	\$2,654.00	\$29,160.83
11-310-100-610 General Supplies	\$300,867.52	\$164,454.18	\$61,188.84	\$75,224.50
11-310-100-640 Textbooks	\$16,242.00	\$15,743.42	\$62.89	\$435.69
11-310-100-800 Other Objects	\$8,562.00	\$3,155.00	\$630.00	\$4,777.00
<hr/>				
Total	\$3,254,675.52	\$949,496.30	\$1,831,170.55	\$474,008.67
--- Special Vocational Programs - Instruction ---				
11-320-100-101 Salaries of Teachers	\$275,151.00	\$101,960.31	\$172,401.00	\$789.69
11-320-100-106 Other Salaries for Instruction	\$75,000.00	\$3,216.70	\$40,000.00	\$31,783.30

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-320-100-500 Other Purchased Services	\$1,015.00	\$22.00	\$428.99	\$564.01
11-320-100-610 General Supplies	\$41,166.00	\$14,829.14	\$1,297.18	\$25,039.68
<b>Total</b>	<b>\$392,332.00</b>	<b>\$120,028.15</b>	<b>\$214,127.17</b>	<b>\$58,176.68</b>
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$44,500.00	\$12,991.65	\$30,008.35	\$1,500.00
11-401-100-500 Purchased Services	\$18,000.00	\$1,049.00	.00	\$16,951.00
11-401-100-600 Supplies and Materials	\$13,196.00	\$9,160.50	\$2,807.23	\$1,228.27
<b>TOTAL</b>	<b>\$75,696.00</b>	<b>\$23,201.15</b>	<b>\$32,815.58</b>	<b>\$19,679.27</b>
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$63,380.00	\$22,921.36	\$39,884.66	\$573.98
11-402-100-500 Purchased Services	\$18,000.00	\$7,961.95	\$367.50	\$9,670.55
11-402-100-600 Supplies and Materials	\$5,441.00	\$5,312.96	.00	\$128.04
<b>TOTAL</b>	<b>\$86,821.00</b>	<b>\$36,196.27</b>	<b>\$40,252.16</b>	<b>\$10,372.57</b>
--- UNDISTRIBUTED EXPENDITURES ---				
--- Health services ---				
11-000-213-100 Salaries	\$155,000.00	\$59,584.40	\$95,412.46	\$3.14
11-000-213-300 Purchased Prof. & Tech. Svc.	\$22,969.00	\$2,779.26	\$2,199.26	\$17,990.48
11-000-213-600 Supplies and Materials	\$6,091.00	\$5,124.04	\$97.70	\$869.26
11-000-213-800 Other Objects	\$406.00	.00	.00	\$406.00
<b>TOTAL</b>	<b>\$184,466.00</b>	<b>\$67,487.70</b>	<b>\$97,709.42</b>	<b>\$19,268.88</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$502,000.00	\$163,121.76	\$338,681.07	\$197.17
11-000-218-105 Sal Secr. & Clerical Asst.	\$106,000.00	\$47,970.20	\$57,874.96	\$154.84
11-000-218-500 Other Purchased Services	\$20,000.00	\$1,743.06	\$8,195.52	\$10,061.42
11-000-218-600 Supplies and Materials	\$1,015.00	\$924.56	.00	\$90.44
<b>TOTAL</b>	<b>\$629,015.00</b>	<b>\$213,759.58</b>	<b>\$404,751.55</b>	<b>\$10,503.87</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$77,000.00	\$26,823.06	\$50,090.65	\$86.29
11-000-219-105 Sal Secr. & Clerical Asst.	\$96,500.00	\$39,109.11	\$48,407.24	\$8,983.65

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$5,076.00	\$170.00	\$4,000.00	\$906.00
11-000-219-500 Other Purchased Services	\$1,015.00	\$769.41	\$229.00	\$16.59
11-000-219-600 Supplies and Materials	\$2,030.00	\$2,030.00	.00	.00
11-000-219-800 Other Objects	\$2,000.00	\$888.99	\$1,082.55	\$28.46
<b>TOTAL</b>	<b>\$183,621.00</b>	<b>\$69,790.57</b>	<b>\$103,809.44</b>	<b>\$10,020.99</b>
--- Improvement of instr.serv/other supp serv-inst staff ---				
11-000-221-102 Salaries Superv. of Instr.	\$140,000.00	\$41,056.99	\$50,904.34	\$48,038.67
11-000-221-104 Salaries Other Prof. Staff	\$78,224.00	\$35,401.61	\$42,754.38	\$68.01
11-000-221-105 Sal Secr. & Clerical Asst.	\$96,245.00	\$40,089.50	\$55,840.86	\$314.64
11-000-221-500 Other Purchased Services	\$5,076.00	\$2,520.67	.00	\$2,555.33
11-000-221-600 Supplies and Materials	\$2,538.00	.00	\$2,538.00	.00
11-000-221-800 Other Objects	\$3,045.00	\$987.14	\$240.00	\$1,817.86
<b>TOTAL</b>	<b>\$325,128.00</b>	<b>\$120,055.91</b>	<b>\$152,277.58</b>	<b>\$52,794.51</b>
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$30,000.00	\$9,263.84	\$19,815.56	\$920.60
11-000-222-177 Salaries of Technology Coordinators	\$104,000.00	\$41,691.34	\$61,833.24	\$475.42
11-000-222-500 Other Purchased Services	\$4,060.00	.00	.00	\$4,060.00
11-000-222-600 Supplies and Materials	\$21,136.00	\$14,339.75	\$6,796.25	.00
11-000-222-800 Other Objects	\$4,060.00	\$2,175.00	\$1,193.93	\$691.07
<b>TOTAL</b>	<b>\$163,256.00</b>	<b>\$67,469.93</b>	<b>\$89,638.98</b>	<b>\$6,147.09</b>
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$73,000.00	\$22,933.26	\$49,114.41	\$952.33
11-000-223-390 Other Purch. Prof. & Tech Svc.	\$20,000.00	.00	\$1,600.00	\$18,400.00
11-000-223-500 Other Purchased Services	\$18,846.00	\$5,469.57	\$4,000.89	\$9,375.54
11-000-223-600 Supplies and Materials	\$2,030.00	\$1,399.00	\$631.00	.00
<b>TOTAL</b>	<b>\$113,876.00</b>	<b>\$29,801.83</b>	<b>\$55,346.30</b>	<b>\$28,727.87</b>
--- Support services-general administration ---				
11-000-230-100 Salaries	\$302,125.00	\$129,157.14	\$172,700.75	\$267.11
11-000-230-331 Legal Services	\$76,777.22	\$22,884.15	\$48,760.07	\$5,133.00
11-000-230-332 Audit Fees	\$33,500.00	.00	\$33,500.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$3,045.00	\$1,943.34	\$525.00	\$576.66
11-000-230-530 Communications/Telephone	\$76,132.00	\$3,952.97	\$31,587.12	\$40,591.91
11-000-230-590 Other Purchased Services	\$13,000.00	\$9,461.75	\$99.00	\$3,439.25

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-61X General Supplies	\$11,166.00	\$9,589.45	\$365.36	\$1,211.19
11-000-230-630 BOE In-House Training/Meeting Supplies	\$3,553.00	\$1,827.26	.00	\$1,725.74
11-000-230-890 Misc. Expenditures	\$28,742.00	\$23,386.20	\$1,885.92	\$3,469.88
11-000-230-895 BOE Membership Dues and Fees	\$7,735.00	\$6,749.75	.00	\$985.25
<b>TOTAL</b>	<b>\$555,775.22</b>	<b>\$208,952.01</b>	<b>\$289,423.22</b>	<b>\$57,399.99</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$516,000.00	\$200,418.10	\$313,712.00	\$1,869.90
11-000-240-105 Sal Secr. & Clerical Asst.	\$171,500.00	\$72,519.48	\$98,587.38	\$393.14
11-000-240-11X Other Salaries	\$15,000.00	\$625.00	\$14,375.00	.00
11-000-240-500 Other Purchased Services	\$22,704.00	\$13,925.17	\$3,234.00	\$5,544.83
11-000-240-600 Supplies and Materials	\$10,450.19	\$4,672.80	\$5,575.53	\$201.86
11-000-240-800 Other Objects	\$4,545.00	\$1,165.00	.00	\$3,380.00
<b>TOTAL</b>	<b>\$740,199.19</b>	<b>\$293,325.55</b>	<b>\$435,483.91</b>	<b>\$11,389.73</b>
--- Central Services ---				
11-000-251-100 Salaries	\$342,000.00	\$145,599.86	\$196,360.37	\$39.77
11-000-251-330 Purchased Prof. Svcs.	\$29,000.00	\$27,143.26	\$1,856.74	.00
11-000-251-340 Purchased Technical Svcs.	\$13,281.28	\$12,111.97	\$356.65	\$812.66
11-000-251-600 Supplies and Materials	\$9,000.00	\$5,901.16	\$318.53	\$2,780.31
11-000-251-89X Other Objects	\$4,000.00	\$2,425.05	\$612.95	\$962.00
<b>TOTAL</b>	<b>\$397,281.28</b>	<b>\$193,181.30</b>	<b>\$199,505.24</b>	<b>\$4,594.74</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$265,000.00	\$110,104.00	\$154,145.77	\$750.23
11-000-252-500 Other Pur Serv. (400-500 series )	\$70,000.00	\$53,907.74	\$13,445.66	\$2,646.60
11-000-252-600 Supplies and Materials	\$17,000.00	\$16,168.22	.00	\$831.78
<b>TOTAL</b>	<b>\$352,000.00</b>	<b>\$180,179.96</b>	<b>\$167,591.43</b>	<b>\$4,228.61</b>
--- Allowable Maint.for School Facilities ---				
11-000-261-100 Salaries	\$614,500.00	\$273,380.61	\$340,356.83	\$762.56
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$449,911.62	\$162,563.01	\$106,740.66	\$180,607.95
11-000-261-610 General Supplies	\$36,000.00	\$34,050.17	\$1,188.14	\$761.69
11-000-261-800 Other Objects	\$10,151.00	\$2,160.89	\$5,654.28	\$2,335.83
<b>TOTAL</b>	<b>\$1,110,562.62</b>	<b>\$472,154.68</b>	<b>\$453,939.91</b>	<b>\$184,468.03</b>
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$361,100.00	\$150,508.12	\$210,591.88	.00
11-000-262-490 Other Purchased Property Svc.	\$68,900.00	\$12,200.64	\$48,527.36	\$8,172.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-520 Insurance	\$244,350.00	\$129,199.00	\$112,382.00	\$2,769.00
11-000-262-621 Energy (Natural Gas)	\$130,000.00	\$9,690.36	\$1.00	\$120,308.64
11-000-262-622 Energy (Electricity)	\$483,000.00	\$179,523.93	\$263,108.67	\$40,367.40
<b>TOTAL</b>	<b>\$1,287,350.00</b>	<b>\$481,122.05</b>	<b>\$634,610.91</b>	<b>\$171,617.04</b>
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$15,500.00	\$12,396.19	\$3,059.37	\$44.44
<b>TOTAL</b>	<b>\$15,500.00</b>	<b>\$12,396.19</b>	<b>\$3,059.37</b>	<b>\$44.44</b>
--- Security ---				
11-000-266-100 Salaries	\$96,000.00	\$47,820.93	\$46,233.17	\$1,945.90
<b>TOTAL</b>	<b>\$96,000.00</b>	<b>\$47,820.93</b>	<b>\$46,233.17</b>	<b>\$1,945.90</b>
--- Student transportation services ---				
11-000-270-162 Sal.pupil trans(Other than Bet Home & Sch)	\$45,000.00	\$12,459.46	\$32,540.54	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$3,045.00	\$400.00	.00	\$2,645.00
11-000-270-512 Contr Svc(other btw home & sch)-vendors	\$26,091.00	\$6,825.00	\$14,541.00	\$4,725.00
11-000-270-514 Contract Svc (spec.ed.)-vendors	\$3,045.00	.00	.00	\$3,045.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$21,600.00	\$1,372.00	.00	\$20,228.00
11-000-270-593 Misc. Purchased Svc.- Transp.	\$8,000.00	\$250.00	.00	\$7,750.00
11-000-270-610 General Supplies	\$2,030.00	\$1,938.60	.00	\$91.40
11-000-270-800 Misc. Expenditures	\$2,000.00	.00	\$400.00	\$1,600.00
<b>TOTAL</b>	<b>\$110,811.00</b>	<b>\$23,245.06</b>	<b>\$47,481.54</b>	<b>\$40,084.40</b>
--- Benefits ---				
11-XXX-XXX-220 Social Security Contributions	\$240,000.00	\$100,316.52	\$137,523.37	\$2,160.11
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$300,000.00	\$53,523.31	\$3,041.12	\$243,435.57
11-XXX-XXX-250 Unemployment Compensation	\$50,000.00	\$15,029.13	\$22,346.71	\$12,624.16
11-XXX-XXX-260 Workman's Compensation	\$180,688.00	\$90,344.00	\$90,344.00	.00
11-XXX-XXX-270 Health Benefits	\$1,754,930.00	\$687,390.83	\$853,305.64	\$214,233.53
11-XXX-XXX-280 Tuition Reimbursement	\$25,000.00	\$10,800.57	\$1.00	\$14,198.43
11-XXX-XXX-290 Other Employee Benefits	\$50,000.00	\$37,526.47	.00	\$12,473.53
<b>TOTAL</b>	<b>\$2,600,618.00</b>	<b>\$994,930.83</b>	<b>\$1,106,561.84</b>	<b>\$499,125.33</b>
 Total Undistributed expenditures	 \$8,865,459.31	 \$3,475,674.08	 \$4,287,423.81	 \$1,102,361.42
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$14,424,275.83	\$5,193,017.96	\$7,435,837.86	\$1,795,420.01
 11-000-520-93X Transfers to other funds	 \$14,424,275.83	 \$5,193,017.96	 \$7,435,837.86	 \$1,795,420.01

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 GENERAL FUND - FUND 10 (including 16, 17 & 18)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
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*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$14,424,275.83	\$5,193,017.96	\$7,435,837.86	\$1,795,420.01
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REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
GENERAL FUND - FUND 10 (including 16, 17 & 18)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 5 Month Period Ending 11/30/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
	<hr/>	<hr/>	<hr/>	<hr/>
*** C A P I T A L   O U T L A Y ***				
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$7,000.00	.00	.00	\$7,000.00
12-000-400-450 Construction services	\$135,568.00	\$125,419.80	\$8,800.00	\$1,348.20
12-000-400-800 Other objects	\$31,438.00	.00	.00	\$31,438.00
Facilitys. Acqstn. Const. Sevr.    -- TOTAL --	\$174,006.00	\$125,419.80	\$8,800.00	\$39,786.20
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TOTAL	\$174,006.00	\$125,419.80	\$8,800.00	\$39,786.20
TOTAL CAPITAL OUTLAY EXPENDITURES	\$174,006.00	\$125,419.80	\$8,800.00	\$39,786.20
*** S P E C I A L    S C H O O L S ***				
--- Summer school - Instruction ---				
13-422-100-101 Salaries of Teachers	\$55,000.00	\$54,706.54	\$293.46	\$0.00
13-422-100-610 General supplies	\$5,000.00	\$3,213.99	\$1,786.01	.00
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TOTAL	\$5,000.00	\$3,213.99	\$1,786.01	\$0.00
TOTAL SUMMER SCHOOL	\$60,000.00	\$57,920.53	\$2,079.47	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES	\$60,000.00	\$57,920.53	\$2,079.47	\$0.00
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
TOTAL GENERAL FUND EXPENDITURES	\$14,658,281.83	\$5,376,358.29	\$7,446,717.33	\$1,835,206.21

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

For 5 Month Period Ending 11/30/2014

I, Diane Strober, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

November 30, 2014

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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12/2 1:51pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/14

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		(\$131,338.09)
	Accounts receivable:		
141	Intergovernmental - State	\$5,465.00	
		<hr/>	\$5,465.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$1,100,019.00	
302	Less Revenues	(\$272,038.00)	
		<hr/>	\$827,981.00
			<hr/>
	Total assets and resources		\$702,107.91
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/14

=====

LIABILITIES AND FUND EQUITY

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--- L I A B I L I T I E S ---

481	Deferred revenues	\$0.21
	Other current liabilities	\$18,926.00
		\$18,926.21
		=====

F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for encumbrances - Current Year	\$468,158.07
601	Appropriations	\$1,100,019.00
602	Less: Expenditures	\$416,837.30
603	Encumbrances	\$468,158.07    (\$884,995.37)
		\$215,023.63
	TOTAL FUND BALANCE	\$683,181.70
	TOTAL LIABILITIES AND FUND EQUITY	\$702,107.91
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 5 Month Period Ending 11/30/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$98,800.00	\$98,800.00		.00
3XXX From State Sources	\$492,977.00	\$173,238.00		\$319,739.00
4XXX From Federal Sources	\$508,242.00	.00		\$508,242.00
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$1,100,019.00	\$272,038.00		\$827,981.00
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
LOCAL PROJECTS:	\$98,800.00	\$90,891.25	.00	\$7,908.75
STATE PROJECTS:				
Vocational education	\$146,500.00	\$35,561.80	\$527.51	\$110,410.69
Other special projects	\$346,477.00	\$144,154.92	\$194,739.68	\$7,582.40
	_____	_____	_____	_____
TOTAL STATE PROJECTS	\$492,977.00	\$179,716.72	\$195,267.19	\$117,993.09
FEDERAL PROJECTS:				
NCLB Title I	\$60,082.00	\$23,078.70	\$4,575.48	\$32,427.82
NCLB Title II - Part A/D	\$10,782.00	\$5,565.17	.00	\$5,216.83
I.D.E.A. Part B (Handicapped)	\$116,550.00	\$37,730.91	\$44,075.98	\$34,743.11
Vocational Education	\$320,828.00	\$79,854.55	\$224,239.42	\$16,734.03
	_____	_____	_____	_____
TOTAL FEDERAL PROJECTS	\$508,242.00	\$146,229.33	\$272,890.88	\$89,121.79
*** TOTAL EXPENDITURES ***	\$1,100,019.00	\$416,837.30	\$468,158.07	\$215,023.63
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
SPECIAL REVENUE - FUND 20  
SCHEDULE OF REVENUES  
ACTUAL COMPARED WITH ESTIMATED  
For 5 Month Period Ending 11/30/14

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	-----	-----	-----
Total Revenues from Local Sources	\$98,800.00	\$98,800.00	\$0.00
	=====	=====	=====
--- STATE SOURCES ---			
3XXX Other State Aids	\$492,977.00	\$173,238.00	\$319,739.00
	-----	-----	-----
Total Revenue from State Sources	\$492,977.00	\$173,238.00	\$319,739.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4411-16 Title I	\$60,082.00	.00	\$60,082.00
4451-55 Title II	\$10,782.00	.00	\$10,782.00
4420-29 I.D.E.A. Part B (Handicapped)	\$116,550.00	.00	\$116,550.00
4430-39 Vocational Education	\$320,828.00	.00	\$320,828.00
	-----	-----	-----
Total Revenues from Federal Sources	\$508,242.00	\$0.00	\$508,242.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$1,100,019.00	\$272,038.00	\$827,981.00
	=====	=====	=====

Somerset County Vocational Board of Ed.

SPECIAL REVENUE - FUND 20

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 5 Month Period Ending 11/30/14

ESTIMATED	ACTUAL	UNREALIZED
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REPORT OF THE SECRETARY

TO THE BOARD OF EDUCATION

Somerset County Vocational Board of Ed.

Special Revenue Fund - Fund 20

STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS

COMPARED WITH EXPENDITURES AND ENCUMBRANCES

For 5 Month Period Ending 11/30/14



REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

For 5 Month Period Ending 11/30/14

I, Diane Strober, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

November 30, 2014

Board Secretary/Business Administrator

Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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12/2 1:51pm

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/14

=====

ASSETS AND RESOURCES

=====

--- A S S E T S ---

101	Cash in bank		\$471,720.82
	Accounts receivable:		
140	Intergovernmental - Accts. Recvble.	\$351,977.61	
		<hr/>	\$351,977.61

--- R E S O U R C E S ---

301	Estimated Revenues	\$2,500,000.00	
302	Less Revenues	(\$2,806,903.88)	
		<hr/>	(\$306,903.88)
			<hr/>
	Total assets and resources		\$516,794.55
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 5 Month Period Ending 11/30/14

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

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--- Appropriated ---

754	Reserve for encumbrances - Prior Year		\$80,732.78
751,752,76X	Other reserves		\$31,853.51
601	Appropriations	\$4,205,632.30	
602	Less : Expenditures	\$1,718,252.96	
603	Encumbrances	\$80,732.78 (\$1,798,985.74)	
			\$2,406,646.56
	Total Appropriated		\$2,519,232.85

--- Unappropriated ---

770	Fund balance	(\$1,984,211.50)
303	Budgeted Fund Balance	(\$18,226.80)

TOTAL FUND BALANCE \$516,794.55

TOTAL LIABILITIES AND FUND EQUITY \$516,794.55

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Somerset County Vocational Board of Ed.  
 Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 5 Month Period Ending 11/30/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$2,500,000.00	\$2,806,903.88		(\$306,903.88)
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$2,500,000.00	\$2,806,903.88		(\$306,903.88)
	=====	=====	=====	=====
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-450 Construction services	\$4,205,632.30	\$1,718,252.96	\$80,732.78	\$2,406,646.56
	_____	_____	_____	_____
Total fac.acq.and constr. serv.	\$4,205,632.30	\$1,718,252.96	\$80,732.78	\$2,406,646.56
	=====	=====	=====	=====
TOTAL EXPENDITURES	\$4,205,632.30	\$1,718,252.96	\$80,732.78	\$2,406,646.56
*** TOTAL EXPENDITURES AND TRANSFERS	\$4,205,632.30	\$1,718,252.96	\$80,732.78	\$2,406,646.56
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Somerset County Vocational Board of Ed.

For 5 Month Period Ending 11/30/14

Diane Strober

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

November 30, 2014

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

All Accounts in the Expense Account File appear to be included in the details of THE REPORT OF THE SECRETARY

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Report of the Treasurer  
to the Board of Education

Somerset County Vocational  
All Funds  
For Month Ended: November 30, 2014

CASH REPORT

<b>FUNDS</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>Governmental Funds</b>	<b>Adjusted Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
General Fund (10)	\$954,471.58	\$1,093,619.81	-\$1,269,715.84	\$778,375.55
ARRA-ESF Fund (16)	\$0.00	\$0.00	\$0.00	\$0.00
ARRA-GSF Fund (17)	\$0.00	\$0.00	\$0.00	\$0.00
Fund (18)	\$0.00	\$0.00	\$0.00	\$0.00
Special Revenue Fund (20)	-\$74,578.39	\$28,873.00	-\$85,632.70	-\$131,338.09
Capital Project Fund (30)	-\$253,958.17	\$777,214.64	-\$51,535.65	\$471,720.82
Debt Services Fund (40)	\$0.00	\$0.00		\$0.00
Total Governmental Funds	\$625,935.02	\$1,899,707.45	-\$1,406,884.19	\$1,118,758.28
Summer Savings	\$21,364.92	\$11,355.90	\$0.00	\$32,720.82
Enterprise Fund (60) Cafeteria	\$17,342.42	\$15,081.33	-\$16,746.08	\$15,677.67
Payroll Fund (70)	\$0.00	\$477,672.19	-\$477,672.19	\$0.00
Agency Fund (90)	\$58.19	\$369,779.38	-\$369,779.38	\$58.19
Total Trust & Agency	\$38,765.53	\$873,888.80	-\$864,197.65	\$48,456.68
Grand Total for all Funds	\$664,700.55	\$2,773,596.25	-\$2,271,081.84	\$1,167,214.96
				\$1,167,214.96

Prepared and submitted by:

Michelle Fresco, Treasurer of School Moneys

12/2/2014