Manasquan School District Enrollment for BOE Agenda: October 12, 2021

Month: September 2021

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Student CLI	Full Time PTC 22	Total Student Count
Avon	24	2	1	0	0	0	27
Belmar	118	9	11	4	1	0	143
Brielle	211	6	0		3	0	221
Lake Como	38	7	4	0	0	0	49
Manasquan	271	8	0	0	1	0	280
Sea Girt	33	1	1	0	0	0	35
Spring Lake	43	0	1	0	0	0	44
Spr Lk Hts	142	1	2	0	1	0	146
Parent Paid	29	0	0	0		0	29
Employee Child	8	0	0	0			8
Paid by Another Agency							
Tuition Free	1						1
Neptune					1		1
Totals	918	34	20	5	7	0	984
						TOTAL MHS	984
						TOTAL MES	517
						TOTAL ENROLLMENT	1,501

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT 2021-2022 school year

	ATTENDANCE	AVERAGE DAILY	AVERAGE DAILY ATTENDANCE	
Sep-20	95.61	987.06	944.03	
Sep-21	95.75	963.32	922.41	
ELEMENTARY SCHOOL	100			
Sep-20	97.85	531.69	512.875	
Sep-21	97.88	517.18	499,529	

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT

2020-2021 school year

HIGH SCHOOL

DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL	COMMENTS	SECURITY DRILLS
September 14th	12:01 p.m.	9 minutes		Fire Drill
September 14th	12:01 p.m.	9 minutes		Fire Drill - CLI/ABA School
September 17th	9:00a.m.	10 minutes		Lockdown Drill
September 21st	9:00 a.m.	8 minutes		Lockdown Drill-CLI/ABA School
ELEMENTARY SCHOOL	1001			
DATE OF DRILL	TIME OF DRILL	LENGTH OF DRILL	COMMENTS	
September 3rd	1:45 p.m.	6 minutes		Fire Drill
September 28th	2:14 p.m.	5 minutes		Evacuation Drill

3038	lanasq 21 - 2022							8			
OUT OF SCHOOL SUSPENSIONS:							MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT											0
DISREPECTFUL TO STAFF											0
THREAT				ii -		4 - 4					0
MISUSE OF THE INTERNET											0
PUSHING / SHOVING											0
THROWING OF OBJECTS											0
UNDER THE INFLUENCE											0
CUT CLASS											0
VERBAL ABUSE / PROFANITY											0
MARIJUANA	1										1
SMOKING / POSSESSION											0
WEAPON						Į I					0
DAMAGE TO SCHOOL PROPERTY	1					===			O		1
Totals	2	0	0	0	0	0	0	0	0	0	2
IN SCHOOL SUSPENSIONS:											
VERBAL ABUSE / PROFANITY			0								0
SATURDAY DETENTION NO SHOW					_1-						0
SMOKING / POSSESSION				9							0
ACC. OF DEMERITS											0
LATE TO SCHOOL, EXCESSIVE											0
CUT CLASS / TRUANCY	4										4
HIB CONFIRMED											0
DEFIANCE											0
UNLISTED OFFENSE							-				0
DISREPECTFUL TO STAFF											0
VIOLATION OF THE TECH POLICY											0
Totals	4	0	0	0	0	0	0	0	0	0	4
TOTAL STUDENTS SUSPENDED	6	0	0	0	0	0	0	0	0	0	6
TOTAL SATURDAY DETENTIONS	4					-					0
TOTAL ONTORON BETEINTORO	0				-	-		- E	-		
STUDENTS SUSPENDED 1 TIME	6	1									
STUDENTS SUSPENDED 2 TIMES	3	1		TOT	AL NU	JMBE	R OF			6	
STUDENTS SUSPENDED 3 TIMES		1	Ş	SUSPE	NSIO	NS TO	DATE	Ξ		0	
STUDENTS SUSPENDED 4 TIMES											
STUDENTS SUSPENDED 5 TIMES]									
STUDENTS SUSPENDED 6 TIMES			TOTA	AL NU	MBER	OF	NDIVID	UAL			
STUDENTS SUSPENDED 7 TIMES			ST	UDEN	TS SL	JSPE	NDED.	TO		6	
STUDENTS SUSPENDED 8 TIMES					DA	TE					
STUDENTS SUSPENDED 9 TIMES	1 8 9										

Manasquan High School

OUT OF SCHOOL SUSPENSIONS:	9	10	Grade 11	12	TOTALS
DISREPECTFUL TO STUDENT					0
DISREPECTFUL TO STAFF					0
THREAT	1				0
MISUSE OF THE INTERNET					0
PUSHING / SHOVING					0
THROWING OF OBJECTS	1				0
UNDER THE INFLUENCE	1				0
CUT CLASS	-				0
VERBAL ABUSE / PROFANITY					0
MARIJUANA			1		1
SMOKING / POSSESSION					0
WEAPON					0
DAMAGE TO SCHOOL PROPERTY		1			1
Totals	0	1	1	0	2
IN SCHOOL SUSPENSIONS:					
VERBAL ABUSE / PROFANITY					0
SATURDAY DETENTION NO SHOW					0
SMOKING / POSSESSION					0
ACC. OF DEMERITS					0
LATE TO SCHOOL, EXCESSIVE					0
CUT CLASS / TRUANCY	1		2	1	4
HIB CONFIRMED					0
DEFIANCE					0
UNLISTED OFFENSE					0
DISREPECTFUL TO STAFF					0
VIOLATION OF THE TECH POLICY					0
Totals					0
Totals	1	0	2	1	4
TOTAL STUDENTS SUSPENDED	1	1	3	1	6

Man	asdı	nan	Manasquan High Schoo	Sch	00					
2021		025	- 2022 Tardy Report	Repo	t				17	
	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Students Tardy 1 time	162									
Number of Students Tardy 2 times	91									
Number of Students Tardy 3 times	41	==)				3				
Number of Students Tardy 4 times	28									
Number of Students Tardy 5 times	15									
Number of Students Tardy 6 times	7									
Number of Students Tardy 7 times	9					-				
Number of Students Tardy 8 times	5									
Number of Students Tardy 9 times	4									
Number of Students Tardy 10 times	2									
Number of Students Tardy 11 times	1									
Number of Students Tardy 12 times										
Number of Students Tardy 13 times	1									
Number of Students Tardy 14 times										
Number of Students Tardy 15 times										
Number of Students Tardy 16 times										
Number of Students Tardy 17 times							1163			
Number of Students Tardy 18 times										
Number of Students Tardy 19 times										
Number of Students Tardy 20 times				7.						
Totals	363	0	0	0	0	0	0	0	0	0

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC GA:27-11.2).

Emergency evacuation drills and safety education

- (a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.
 - All other students shall receive school bus evacuation instruction at least once within the school year.
- (b). The school bus driver and bus aide shall participate in the emergency exit drills:
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - 1. Date of the drill;
 - 2. Time of day the drill was conducted;
 - 3. School name;
 - 4. Location of the drill;
 - Route number(s) included in the drill; and
 - 6. Name of school principal, or person(s) assigned, who supervised the drill.

Report the completion of the buss emergency evacuation drill to the Board of Education

Date of the school t	ous emergency evacuation drill:	September 21, 2021
Time of day the dril		7;00 am - 7;25 am
School Name:	Manasquan High School	
Location of the Eme	rgency Evacuation Drill:	Buss drop off at the front entrance of the school
Route Number(s):		21, 7523, 7524, PQS7525, Brielle
	principal/person(s) overseeing ey & Rich Read - High School As	
Other information re	elative to the emergency evacuati	ion drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills must be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

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- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - Date of the drill;
 - Time of day the drill was conducted;
 - School name;
 - Location of the drill;
 - Route number(s) included in the drill; and
 - Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION Date of the school bus emergency evacuation drill: Time of day the drill was conducted: School Name: Location of the Emergency Evacuation Drill: Route Number(s): May Marta Name of the school principal/person(s) overseeing the drill: Other information relative to the emergency evacuation drill;

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills must be conducted twice each ashool year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

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- (b). The school bus driver and bus aide shall participate in the emergency exit drills.
- (c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.
- (d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - 1. Date of the drill;
 - 2. Time of day the drill was conducted;
 - 3. School name;
 - 4. Location of the drill;
 - Route number(s) included in the drill; and
 - 6. Name of school principal, or person(s) assigned, who supervised the drill.

Date of the school bus	DRILL TO THE BOARD OF EDUCATION s emergency evacuation drill: $9/38/3/$	
Time of day the drill w	was conducted:	
School Name:	Manasquan Flomentary	
Location of the Emerg	gency Evacuation Drill: Jackins Lot	
Paula Number(S):	NIA .	
Route Number(s):	rincipal/person(s) overseeing the drill: Manetta, Mega	N+

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT October, 2021

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
		20	NO REPORT FOR THE MONTH	NTH	
		N.			
MHS					
#1	09/21/2021	6975792862	2517343409 5738104201	Not HIB	Counseling with school counselor
	70				
	50				

All victims received counseling.

PROGRAM 2425/page 1 of 4 Emergency Virtual or Remote Instruction Program Oct 21

[See POLICY ALERT No. 225]

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:717-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy,



PROGRAM 2425/page 2 of 4 Emergency Virtual or Remote Instruction Program

and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

- District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A;7F-9.c.(1) and (2).
- 2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.c.(3).



PROGRAM 2425/page 3 of 4 Emergency Virtual or Remote Instruction Program

- 3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
- 4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.c.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) though (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a
contracted service provider reduces the amount that it pays to its
employees providing services to a school district, and that
reduction is the result of a reduction of workhours of those
employees made pursuant to a shared work program approved
pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the
amount paid by the district to the contracted service provider shall
be reduced by the same amount.



PROGRAM 2425/page 4 of 4 Emergency Virtual or Remote Instruction Program

Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:



STUDENTS 5751/page 1 of 3 Sexual Harassment of Students Oct 21 M

[See POLICY ALERT No. 225]

5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

- "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denics a student equal access to the school district's education program or activity; or
 - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by a the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.



STUDENTS 5751/page 2 of 3 Sexual Harassment of Students

A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.



STUDENTS 5751/page 3 of 3 Sexual Harassment of Students

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106
United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted:



STUDENTS R 5751/page 1 of 14 Sexual Harassment of Students Oct 21

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[See POLICY ALERT No. 225]

R 5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. The school district shall investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c) and Policy and Regulation 5751. In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

A. Definitions

- For the purpose of Policy and Regulation 5751 and in accordance with 34 CFR §106:
 - a. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
 - (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
 - (3) "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).



STUDENTS R 5751/page 2 of 14 Sexual Harassment of Students

- b. "Complainant" (34 CFR §106.30(a)) means a student currently enrolled who is alleged to be the Complainant of conduct that could constitute sexual harassment.
 - A parent may act on behalf of the Complainant in accordance with State law, court orders, child custody arrangements, or other sources granting legal rights to parents.
 - (2) A parent has a legal right to act on a Complainant's behalf, this right applies throughout all aspects of the Title IX matter, including throughout the grievance process.
- c. "Decision-maker" (34 CFR §106.45(b)(7)) means a staff member(s) who is not the Title IX Coordinator or the school staff member who conducted the investigation, designated by the Superintendent of Schools, to objectively evaluate the relative evidence and reach conclusions about whether the Respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR. §106.
- d. "Education program or activity" (34 CFR §106.44(a)) includes locations, events, or circumstances over which the school district exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.
- e. "Formal complaint" (34 CFR §106.30(a)) means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the school district investigate the allegation of sexual harassment. As used in this definition paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the school district) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.



STUDENTS R 5751/page 3 of 14 Sexual Harassment of Students

- f. "Investigator" (34 CFR §106.45(b)(5)) means a staff member or staff members who may be the Title IX Coordinator and who is not a decision-maker, designated by the Superintendent of Schools, to investigate alleged sexual harassment in accordance with 34 CFR §106. The investigator may be the school district's Affirmative Action Officer only if the Affirmative Action Officer is not the decision-maker.
- g. "Program or activity" and "program" (34 CFR §106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 U.S.C. §8801), system of vocational education, or other school system.
- h. "Respondent" (34 CFR §106.30(a)) means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
 - A parent may act on behalf of the Respondent in accordance with State law, court orders, child custody arrangements, or other sources granting legal rights to parents.
 - (2) If a parent has a legal right to act on a Respondent's behalf, this right applies throughout all aspects of the Title IX matter, including throughout the grievance process.
- i. "Title IX Coordinator" (34 CFR §106.8(a)) means an individual designated and approved by the Board to coordinate its efforts to comply with its responsibilities under 34 CFR §106 and this Policy. The individual must be referred to as the "Title IX Coordinator" and may also be the investigator but cannot be the decision-maker.

B. Reporting and Notification Requirements

 Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.



STUDENTS R 5751/page 4 of 14 Sexual Harassment of Students

- 2. In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
 - a. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.
- A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".
 - a. The school district has "actual knowledge" when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.
 - (1) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of B.1, above.
 - (2) In addition to the district's response in accordance with this Regulation, the district must report any potential child abuse to appropriate law enforcement and child welfare authorities in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.
 - b. A school district is "deliberately indifferent" only if the response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR §106.44(a).



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- The district is required to offer supportive measures to the Complainant even if the Respondent ceased being enrolled or employed by the district prior to the filing of a formal complaint.
 - a. If the Respondent ceases to be enrolled in or employed by the district after a formal complaint is filed, the district may dismiss the complaint, but must still offer supportive measures to the Complainant pursuant to 34 CFR §106.45(b)(3)(ii).
- 5. The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a) that the school district does not discriminate on the basis of sex in the education program or activity it operates and it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).
- 6. The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a).
 - a. 'This Policy shall be prominently displayed on the district's website and accessible to anyone.

C. Supportive Measures

- "Supportive measures" mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR §106.30(a).
- Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.



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- The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional and physical well-being are being addressed.
- Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.
 - a. To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate school district resources to provide continued assistance to the parties.

D. Grievance Process

- The school district will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.
- Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR §106.8(a).
- The school district's grievance process may, but need not, provide for a hearing pursuant to 34 CFR §106.45(b)(6)(ii).
- 4. The school district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with 34 CFR §106.45(b)(9).
- The school district may not require the parties to participate in an informal resolution process regarding a Title IX claim and may not offer an informal resolution process unless a formal complaint is filed pursuant to 34 CFR §106.45(b)(9).



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- The Title IX Coordinator must promptly contact the Complainant in accordance with 34 CFR §106.44(a).
- In response to a formal complaint, the school district will follow a
 grievance process that complies with 34 CFR §106.45.
 - a. Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR §106.45(b)(2)(i).
 - b. The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.
 - c. The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR §106.45(b).
- The investigator shall create an investigative report in accordance with the provisions of 34 CFR §106.45(b)(5)(vii).
 - The investigator will attempt to collect all relevant information and evidence.
 - b. While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.
 - c. While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.
 - d. To the greatest extent possible, and subject to Title IX, the school will make reasonable accommodations in an investigation to avoid potential re-traumatization of a student.



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- c. The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR §106.45(b)(6)(ii).
- The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR §106.45(b)(7).
 - a. To reach this determination, the decision-maker will apply

Select One Option Below

X the preponderance of the evidence standard,

clear and convincing evidence standard,

which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR §106.45(b)(1)(vii).

- The decision-maker will facilitate a written question and answer period between the parties.
 - Hach party may submit their written questions for the other party and witnesses to the decision-maker for review.
 - (2) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.
 - (3) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the Respondent is responsible for the alleged sexual harassment.



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- (4) The decision-maker will issue a written determination following the review of evidence. The written determination will include:
 - (a) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 5751 and 34 CFR §106.30;
 - (b) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
 - (c) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and
 - A statement of and rationale for the result as (d) including allegation, each determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the Respondent that directly relate to the Complainant, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided to the and procedures and Complainant; permissible bases for the parties to appeal the determination.
- (5) The written determination will be provided to the parties simultaneously.



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- (6) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall be provided within sixty calendar days from receipt of the Complaint.
 - (a) The sixty calendar day time frame does not include the appeal process.
- (7) Remedies and supportive measures that do not impact the Respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the Complainant.

E. Appeals

- The school district will offer both parties an appeal from a
 determination regarding responsibility, and from the Title IX
 Coordinator's dismissal of a formal complaint or any allegations
 therein in accordance with 34 CFR §106.45(b)(8)(i).
- As to all appeals, the school district will comply with the requirements of 34 CFR §106.45(b)(8).
- The Superintendent shall designate an appeal officer for each appeal filed.
 - a. The appeal officer shall not be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR §106.45(b)(8)(iii)(B).
- The Complainant and Respondent shall have an equal opportunity to appeal the policy violation determination and any sanctions.
- The school district shall administer the appeal process, but is not a party and will not advocate for or against any appeal.



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- A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:
 - There was a procedural error in the hearing process that materially affected the outcome;
 - Procedural error refers to alleged deviations from school district policy, and not challenges to policies or procedures themselves;
 - There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;
 - The decision-maker had a conflict of interest or bias that affected the outcome;
 - The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker;
 - Appealing on this basis is available only to a party who participated in the hearing; and
 - The sanctions were disproportionate to the hearing officer's findings.
- The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.
- The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.
- The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.



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- 10. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.
- The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.
- In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.
- The appeal officer shall summarize their decision in a written report that will be sent to the Complainant and Respondent within twenty calendar days of receiving the appeal.

F. Remedies

- The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv).
- Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
- The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.
 - a. The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.
- The Title TX Coordinator must provide written notice to the parties simultaneously.
- The school district must disclose to the Complainant the sanctions imposed on the Respondent that directly relate to the Complainant when such disclosure is necessary to ensure equal access to the school district's education program or activity.



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6. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or school district policies regarding student misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.

G. Parent Rights

- Consistent with the laws of New Jersey, a student's parent must be permitted to exercise the rights granted to their child under Policy and Regulation 5751, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.
- A student's parent must also be permitted to accompany the student to meetings, interviews, and hearings, if applicable, during a grievance process in order to exercise rights on behalf of the student.
- The student may have an advisor in addition to the parent.

H. Training

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

I. Compliance

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to any allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.



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J. Requirements of New Jersey's Anti-Bullying Bill of Rights Act

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to Policy and Regulation 5751 and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

Adopted:



HINANCES

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Federal Awards/Funds Internal Controls

Allowability of Costs Aug 21

M

[See POLICY ALERT No. 224]

6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS --ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principals. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
- 4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.



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- Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
- Be adequately documented. (See also 2 CFR §200.300 Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designed is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designed will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200,302(b)(7) 2 CFR §200,403

Adopted:



FINANCES 6115.02/page 1 of 4 Federal Awards/Funds Internal Controls – Mandatory Disclosures

Aug 21

[See POLICY ALERT No. 224]

6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

- If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
- This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



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Federal Awards/Funds Internal Controls – Mandatory Disclosures

- As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
- B. Proceedings About Which the Board of Education Must Report
 - The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
 - Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - Reached its final disposition during the most recent five-year period; and
 - c. Is one of the following:
 - A criminal proceeding that resulted in a conviction, as defined in E. below;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:



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- (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
- (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
- (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

- The Superintendent or designed shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

- During any period of time when the Board of Education is subject
 to the requirement in A. above, the Superintendent or designee
 must report proceedings information through the SAM for the most
 recent five year period, either to report new information about any
 proceeding(s) the Board of Education has not reported previously
 or affirm that there is no new information to report.
- If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.



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E. Definitions

- 1. For purposes of this Policy:
 - a. "Administrative proceeding" for the purposes of 2 CFR §200 Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. "Conviction" for the purposes of 2 CFR §200 Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:



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[See POLICY ALERT No. 224]

6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS — CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 — General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

- No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



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- The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).



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Federal Awards/Funds Internal Controls – Conflict of Interest

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

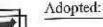
- The actual cost of materials; and
- Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200,318





MANASQUAN BOARD OF EDUCATION

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ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

M

A. Definitions

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

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

 A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:



STUDENTS R 5111/Page 2 of 29 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

- A student is domiciled in the school district when he or she
 is living with a parent or guardian whose domicile is
 located within the school district.
 - (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.
 - (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16.



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ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.



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- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
 - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
- When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.
 - a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.



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- b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
- c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
- Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other 3. section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district,
- C. Eligibility to Attend School Other Students Eligible to Attend School
 - A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to



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attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.

- A student is not eligible to attend this school district pursuant to this provision unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.



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- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
- A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is



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

States armed forces in time of war or national emergency.

Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.

A student over five and under twenty years of age pursuant to 3. N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student

attend the school district of temporary residence, notwithstanding

the existence of a domicile elsewhere.

When required by the Board of Education, the parent or 2. guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;

When one of a student's parents or guardians temporarily b. resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C.

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



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



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- 7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
- 8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:
 - An instance of abuse such as domestic violence or sexual abuse;
 - A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
 - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide



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transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

- Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be cligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.



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- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
- (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the incligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
 - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.



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



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the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.

- (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.I.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.
- D. Housing and Immigration Status
 - A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.



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- Except as set forth in a, below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3 F-1 Visa Students

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



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student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

J-1 Visa Students

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

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.
- F. Proof of Eligibility
 - The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:



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- Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other cyidence of property ownership, tenancy, or residency;
- Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
- Court orders; State agency agreements; and other evidence of court or agency placements or directives;
- Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
- Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
- f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
- g. Documents pertaining to military status and assignment; and
- Any other business record or document issued by a governmental entity.



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- The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
- The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
- 4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
 - Income tax returns;
 - Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
- 5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.



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

G. Registration Forms and Procedures for Initial Assessment

- The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
 - Are consistent with the forms provided by the Commissioner;
 - Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
 - Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;



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



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guardianship or custody produce affidavit student proofs.

- b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
- Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
 - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
 - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
- 4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and



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

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



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- Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
- 9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

H. Notice of Ineligibility

- 1. When a student is found incligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
- Notices of incligibility shall include:
 - In cases of denial, a clear description of the specific basis on which the determination of incligibility was made;



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



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than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;

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



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absence of evidence of intent to attend school or receive instruction elsewhere.

Removal of Currently Enrolled Students

- Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of cligibility, students enrolled in the school district who may be incligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
- When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be incligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
 - a. The Superintendent shall issue a preliminary notice of incligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
- No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
- Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear



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for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.

5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

J. Appeal to the Commissioner

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

K. Assessment and Calculation of Tuition

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



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- a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
- 2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.
 - Upon the Commissioner's finding that an appeal has been a. abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.



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

Issued: 14 June 2011

Revised/Approved: 30 April 2019

Revised: 13 August 2020



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Eligibility of Resident/Nonresident Students

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[See POLICY ALERT Nos. 189, 208, 217, 220, and 224]

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

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

Eligibility to Attend School

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

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

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only cligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the



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student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

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

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

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

- If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
- If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;



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Eligibility of Resident/Nonresident Students

- 3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
- If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

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

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

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

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



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Proof of Eligibility

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

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

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

Registration Forms and Procedures for Initial Assessment

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



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

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

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



STUDENTS 5111/page 6 of 10 Eligibility of Resident/Nonresident Students

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

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

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

Notice of Incligibility

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



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Eligibility of Resident/Nonresident Students

Removal of Currently Enrolled Students

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

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

Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

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



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Assessment and Calculation of Tuition

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

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

Nonresident Students

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

Optional

[Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled ______ (with or



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without) payment of tuition for a period of time not greater than
weeks prior to the anticipated date of residency. If any such student does not
become a resident of the school district within weeks after
admission to school mition will be charged for attendance commencing the
beginning of the week and until such time as the student
becomes a resident or withdraws from school.
Students whose parent or guardian have moved away from the school district on or after (date) and twelfth grade students whose parent or guardian
have moved away from the school district on or after(date)
will be permitted to finish the school year in this school district
(with or without) payment of tuition.]
Optional
[Children of District Employees
Children of Board of Education employees who do not reside in this school district may be admitted to school in this districtwith (with or without) payment of tuition in accordance with the Manasquan Education Association's collective bargaining agreement, provided that the educational program of such children can be provided within school district facilities.]
Optional
Other Nonresident Students
Other nonresident students, otherwise eligible for attendance may be admitted to this school district with (with or without) payment of tuition and Board approval.
F-1 Visa Students
[Option - Select One Option
F-I Visa students will not be admitted to this school district.
_x The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full



tuition and a signed tuition contract. The district may require advance

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

J-1 Visa Students

Option - Select One Option

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

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

N.J.S.A. 18A:38-1 et-seq.; **18A:38-1.1**; 18A:38-1.3; 18A:38-3; 18A:38-3.1; **18A:7B-12** N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.; 8 CFR 214.3



Adopted:



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[See POLICY ALERT Nos. 208, 217, 219, and 224]

2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

- Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
- Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
- Bullying Prevention Programs (N.J.S.A, 18A:37-17) requires the establishment of bullying prevention programs.
- Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.



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Comprehensive Health and Physical Education

- Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
- Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
- Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
- Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
- Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
- Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
- Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
- Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
- Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.



PROGRAM 2422/page 3 of 5 Comprehensive Health and Physical Education

- Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
- 15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
- 16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
- 17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
- Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decisionmaking in each of the grades six through eight.
- Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
- 20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.



PROGRAM

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Comprehensive Health and Physical Education

- Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
- 22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
- 23. Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.
- 24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.
- 2519. Other tatutory or dministrative odes. he oard will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.



PROGRAM

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Comprehensive Health and Physical Education

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (IIIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35 4.31

Adopted:



PROGRAM 2467/page 1 of 4 Surrogate Parents and Resource Family Foster Parents Aug 21 M

[See POLICY ALERT Nos. 185, 211, and 224]

2467 SURROGATE PARENTS AND RESOURCE FAMILY FOSTER PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

- The parent, as defined according to N.J.A.C. 6A:14 1.3, cannot be identified;
- The parent cannot be located after reasonable efforts;
- 3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; and that agency has not taken steps to appoint a surrogate parent for the student; or
- The student is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the student;
- 5. No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student's parent, and no State agency has taken steps to appoint a surrogate parent for the student; and
- 46. The student is an unaccompanied homeless youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2 and no State agency has taken steps to appoint a surrogate parent for the student.



PROGRAM 2467/page 2 of 4 Surrogate Parents and Resource Family Foster Parents

Qualifications and Selection

The district shall will make reasonable efforts to appoint a surrogate parent within thirty days of the it's determination that a surrogate parent is needed required for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

- Have no interest that conflicts with the interest those of the student they he/she represents;
- Possess knowledge and skills that ensure adequate representation of the student;
- Not be replaced without cause;
- 4. Be at least eighteen years of age; and
- Complete Have a criminal history review pursuant to in accordance with N.J.S.A. 18A:6-7.1 if the person completed prior to his or her serving as the surrogate parent, if the school district is compensated. compensates the surrogate parent for such services; and
- Not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

The person(s) serving as a surrogate parent may not Not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[Optional - A surrogate parent will-may be paid solely to act in this capacity.]



PROGRAM 2467/page 3 of 4 Surrogate Parents and **Resource** Family Foster Parents

The _____ shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student (who is or may be a student with a disability) is in the care of a resource family foster-parent, and the resource family foster parent is not the parent of the student as defined in N.J.A.C. 6A:14 1.3, the district where the resource family foster parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Superintendent or designee Surrogate Parent Coordinator shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the resource family foster parent, unless that person is unwilling to do so, shall serve as the parent unless that person is unwilling to do so pursuant to N.J.A.C. 6A:14-1.3. If there is no resource family foster parent, or if the resource family foster parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, and appointing a surrogate parent, and obtaining all required consent from, and providinge written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training may will include, but not be limited to:

- Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;



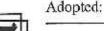
PROGRAM 2467/page 4 of 4 Surrogate Parents and **Resource Family Foster** Parents

- b, N.J.A.C. 6A:14;
- c. The Special Education Process;
- d. Administrative Code Training Materials from the Department of Education website; and
- e. Other relevant materials.
- 2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
- Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
- Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
- Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2





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[See POLICY ALERT Nos. 210, 211, and 224]

5116 EDUCATION OF HOMELESS CHILDREN

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

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

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

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



STUDENTS 5116/page 2 of 3 Education of Homeless Children

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

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

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

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

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

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



STUDENTS 5116/page 3 of 3 Education of Homeless Children

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

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

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

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless.

N.J.S.A. 18A:7B-12; 18A:7B-12.1; **18A:38-1** N.J.A.C. 6A:17-2.1 et seq.

Adopted:



PROPERTY 7432/page 1 of 3 Eye Protection Aug 21 M

[See POLICY ALERT Nos. 168 and 224]

7432 EYRPROTECTION

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1 directs—the rigorous implementation and enforcement of eye safety practices for students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The term "appropriate eye protective device" shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986, and eye protective procedures recommended by the manufacturer of the laser device.

Optional

[including the adult evening school program.]

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.



PROPERTY 7432/page 2 of 3 Eye Protection

Each student, staff member, and visitor, exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1 1986 and the New Jersey Administrative Code. The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the **New Jersey** Department of Education.

The Building Principal or designee shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of students in the course who wear contact lenses.

A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit.



PROPERTY 7432/page 3 of 3 Eye Protection

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The school district Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide annual in service training and appropriate supplies and equipment to all school personnel responsible for implementing the eye-safety policies and program. The training shall cover all aspects of eye protection in schools as described in N.J.A.C. 6A:26-12.5(a) through (f). staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

N.J.S.A. 18A:40-12.1; 18A:40-12.2

N.J.A.C. 6A:7-1.3 N.J.A.C. 6A:26-12.5

N.J.A.C. 6:53 5.1 [vocational districts]

Adopted:



PROPERTY R 7432/page 1 of 7 Eye Protection Practices Aug 21

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[See POLICY ALERT Nos. 133 and 224]

R 7432 EYE PROTECTION PRACTICES

A. Eye Protection Devices - N.J.A.C. 6A:26-12.5(a)

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3 in accordance with N.J.S.A. 18A:40-12.1 and N.J.A.C. 6A:26-12.5.

- B. Eye Protection Devices N.J.A.C. 6A:26-12.5(e)
 - +. The following types of eye protective devices shall be used to fit the designated activities or processes The following types of eye protective devices must be worn by all students, staff members, and visitors (including persons attending evening adult school programs) participating in the activity or process designated wherever it may occur on school premises:

Potential Hye Hazard	Protective Devices
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric are welding	Welding helmet in combination with spectacles with eye cup or semi- or flat- fold side shields
Oxy-acctylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens



PROPERTY R 7432/page 2 of 7 Eye Protection Practices

Potential Eye Hazard	Protective Devices
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverspec coverage type with tinted lenses or tinted plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Vehicle repair or servicing Repair or servicing of vehicles	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard



PROPERTY R 7432/page 3 of 7 Eye Protection Practices

- C. Eye Protective Policy and Program N.J.A.C. 6A:26-12.5(f)
 - The Board of Education establishes and implements Policy and Regulation 7432 to assure:
 - No staff member, student, or visitor shall be subjected to any hazardous environmental condition without appropriate eye protection;
 - The detection of eye hazardous conditions shall be continuous;
 - Eye protection devices shall be inspected regularly and adequately maintained;
 - Shared eye protective devices shall be disinfected between uses by a method prescribed by the local school medical inspector;
 - All eye protective devices shall meet or exceed the appropriate specifications for the various types of devices and suppliers of eye protective devices shall certify, in writing, that the devices meet or exceed said specifications;
 - Specific policy and procedures shall be established to deal with individuals who refuse to abide by established eye-safety practices and procedures;

[Optional

X_(1) A student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on student attendance, and an accumulation of such absences may result in loss of course credit;



PROPERTY R 7432/page 4 of 7 Eye Protection Practices

- (2) A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices; and
- (3) A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises;
- g. The use of contact lenses shall be restricted in learning environments that entail exposure to chemical fumes, vapors, or splashes, intense heat, molten metals, or highly particulate atmospheres. When permitted, contact lenses shall be worn only in conjunction with appropriate eye protective devices, and the lens wearer shall be identified for appropriate emergency care in eye hazardous learning environments;

Optional

- X (1) Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study;]
- All spectacle-type eye protective devices shall have side shields of the eye-cup, semi- or flat-fold type; and



PROPERTY R 7432/page 5 of 7 Eye Protection Practices

- Students, staff members, or visitors wearing personal corrective eyewear shall be required to wear cover goggles or similar devices unless a competent authority can certify the personal eyewear meets or exceeds standards identified in N.J.A.C. 6A:26-12.5(b).
- The supplier of any cyc protective device to this district shall certify in writing that the device meets or exceeds ANSI standards.
 All speciacle type eye protective devices shall have side shields of the eye cup, semi, or flat-fold type.
- 3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be identified with the name(s) of the user(s) and shall be properly stored when not in use.
- An eye protective device that is shared shall be disinfected between uses by a method prescribed by the local school medical inspector.
- 5. The use of contact lenses shall be restricted in learning environments which entail exposure to chemical fumes, vapors or splashes, intense heat, molten metals, or highly particulate atmospheres. Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.

When permitted, contact lenses may be worn only in conjunction with appropriate eye protective devices. The contact lens wearer shall be identified for appropriate emergency eye care in hazardous learning environments.



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- 6. A student who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A student or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required.
- The responsible staff member will provide each visitor to an area
 in which an activity hazardous to eyes is conducted with an
 appropriate eye protective device.

DB. Eye Wash Fountains - N.J.A.C. 6A:26-12.5(d)

- 1. Emergency eye wash fountains, or similar devices capable of a minimum fifteen minutes continuous flow of eye-wash solution, shall be provided in classrooms, shops, laboratories, or other areas where students or instructors are exposed to caustic materials that can cause damage to the eyes in accordance with N.J.A.C. 6A:26-12.5(d). Eye wash fountains or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye wash solution shall be provided in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29 1.7(d).
- Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

EC. Inspection Enforcement

Staff members shall not permit students to engage in an activity
potentially hazardous to the eyes without appropriate eye
protection and shall dismiss from the class period a student who
refuses or persistently neglects to wear eye protection or to observe
established eye protection practices. Any such dismissed student
shall be reported absent for the class.



PROPERTY R 7432/page 7 of 7 Eye Protection Practices

- Staff members shall report to the Building Principal a visitor who
 refuses or persistently neglects to wear eye protection or observe
 established eye protection practices.
- 3. The Principal or designee shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A.1. above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.
- FD. Training and Supplies N.J.A.C. 6A:26-12.5(g)

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in this Policy and Regulation 7432 and in accordance with N.J.A.C. 6A:26-12.5(g) regulation.

Adopted Issued:



OPERATIONS 8420/page 1 of 3 Emergency and Crisis Situations Aug 21 M

[See POLICY ALERT Nos. 189, 191, 221, and 224]

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, and procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

"School security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisesis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the



OPERATIONS 8420/page 2 of 3 Emergency and Crisis Situations

effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.



OPERATIONS 8420/page 3 of 3 Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1 Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1 as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3 N.J.S.A. 18A:41-1 et seq.; **18A:41-2; 18A:41-6;** 18A:41-7 N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



OPERATIONS R 8420.1/page 1 of 5 Fire and Fire Drills Aug 21 M

See POLICY ALERT Nos. 189 and 224

R 8420,1 FIRE AND FIRE DRILLS

A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. The Principal shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and students. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.

Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.

An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.

 The fFire alarm shall be by a building-wide audible designated signal. Alarm signals should be tested regularly, before or after the school session.



OPERATIONS R 8420.1/page 2 of 5 Fire and Fire Drills

- When the fire alarm rings, each staff member supervising students teacher will:
 - Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
 - Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
 - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill;
 - f. Ensure their assigned students assigned to him/her have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
 - g. Direct his/her students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;
 - h. Take attendance to determine all students who reported to his/her class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
 - When the recall signal is given, conduct his/her students back to the classroom.



OPERATIONS R 8420.1/page 3 of 5 Fire and Fire Drills

- 4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
- 5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
- Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
- Students will be instructed not to gather belongings to take outside
 on the fire drill. In inclement or cold weather, students may pick
 up their coats and put them on as they exit the building, provided
 no time is lost in that activity.
- The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
- Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her Their report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
- Every fire drill will be conducted with scriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.



OPERATIONS R 8420.1/page 4 of 5 Fire and Fire Drills

- 11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - One or more exits may be designated as "blocked" so that students are required to use alternative evacuation routes.
 - b. A fire drill may be designated as a "smoke drill" so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

- A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.
- The school staff member or building occupant shall also report the fire to the school Principal, if possible.
- In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
- Evacuation shall be conducted in accordance with the fire drill
 procedures established in paragraph A. above, except that no
 employee may remain in the building to perform specific duties.
- 5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
- As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.



REGULATION GUIDE

OPERATIONS R 8420.1/page 5 of 5 Fire and Fire Drills

 The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.

C. Fire and Smoke Doors

Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.

Adopted:



OPERATIONS 8540/page 1 of 3 School Nutrition Programs Aug 21 M

[See POLICY ALERT Nos. 206 and 224]

8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the cligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a "Breakfast After the Bell" program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the "Breakfast After the Bell" program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.



OPERATIONS 8540/page 2 of 3 School Nutrition Programs

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before cligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



OPERATIONS 8540/page 3 of 3 School Nutrition Programs

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Sceretary or designed will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 ct seq. N.J.S.A. 18A:33-5; **18A:33-11.1 ct seq.**; 18A:58-7.2 N.J.A.C. 2:36

Adopted:



OPERATIONS 8550/page 1 of 4 Unpaid Meal Charges/Outstanding Food Service Bill Charges Aug 21 M

[See POLICY ALERT Nos. 206, 208, 212, and 224]

8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL CHARGES

[Select One Option Below

- The Board of Education does not permit a student in the school district to charge for breakfast or lunch.
- x The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.]

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a, and this Policy.

The school district shall not:

 Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);



OPERATIONS 8550/page 2 of 4 Unpaid Meal Charges/Outstanding Food Service Bill Charges

- Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chorcs or other work to pay for the school meal; or
- Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

- Determine if the student is eligible for a free or reduced-price school meal;
- Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
- 3. Contact the student's parent to offer assistance with the application for the school hunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

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



OPERATIONS 8550/page 3 of 4 Unpaid Meal Charges/Outstanding Food Service Bill Charges

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

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

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

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

- Information on the National School Lunch Program and the Federal School Breakfast Program;
- An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
- Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

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



OPERATIONS 8550/page 4 of 4 Unpaid Meal Charges/Outstanding Food Service Bill Charges

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

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted:



OPERATIONS 8600/page 1 of 3 Student Transportation Aug 21 M

[See POLICY ALERT Nos. 218 and 224]

8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

[Only Required for School Districts that Provide Courtesy Busing

The Board may provide transportation to and from school for public school students less than remote.]

[Optional for School Districts Limiting Time a Student is Riding on a School Bus

The Board has determined that no public school student in grades	to
shall be required to ride a school bus more than	minutes
one way per day.]	
Optional for School Districts Limiting a Student's Walking Dista	nce to Bus
Stops Stops	

Students in grades _____ shall not be required to walk more than _____ miles to the bus stop to which they have been assigned.]



OPERATIONS 8600/page 2 of 3 Student Transportation

[Optional for School Districts that Provide Transportation to a Student with a Temporary Disability

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.]

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

[Only required for any school district located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.

[Optional for School Districts that Require an Emergency List of Students

The Board may require the compilation of a list of the names of students being transported by a school bus to a school sponsored activity, including but not limited to, field trips or interscholastic sports programs. The staff member(s) supervising the school sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.]



OPERATIONS 8600/page 3 of 3 Student Transportation

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq. N.J.S.A. 27:15-16 N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27 N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.; 6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.3; 6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.; 6A:27-11.1 et seq.; 6Λ:27-12.1 et seq.

Adopted:



FINANCES 6311/page 1 of 2 Contracts for Goods or Services Funded by Federal Grants Aug 21

[See POLICY ALERT Nos. 192, 221 and 224]

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment Federal Acquisition Regulations (FAR) Subpart 9.4 Debarment, Suspension, and Ineligibility.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) Excluded Parties Lists System (EPLS) maintained by the United States government - the General Services Administration (GSA). The purpose of the SAM EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access review the SAM EPLS to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access review the SAM EPLS list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM EPLS list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200 FAR Subpart 9.405.



FINANCES 6311/page 2 of 2 Contracts for Goods or Services Funded by Federal Grants

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM EPLS list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200 FAR Subparts 9.405.1 and 9.405.2.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

Federal Acquisition Regulations (FAR) Subpart 9.4-2 CFR §200

Adopted:



Manasquan School District



Emergency Virtual or Remote Instruction Plan - 2021-22 School Year

Approved by the Manasquan Board of Education October 12, 2021

This plan has been developed in accordance with the requirements of P.L. 2020, c. 27 which provides for the continuity of instruction in the event of a public-health related district closure so that the district can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

Communication

The closure of schools in accordance with this plan shall be communicated like all other school closures via the District website, school social media accounts (Facebook & Twitter), and the SchoolMessenger alerting and auto-calling system. Included in these communications will be instructions on how to access home instruction lessons as outlined below.

Lesson Preparation, Access, and Distribution

Teachers shall prepare lesson in the event of a school closing per the guidelines below. These lessons are mandatory and, as such, teachers are expected to build in assessment methods to hold students accountable for completion (e.g. grading).

Grades PK-5

Lesson Plans and Lesson Materials

- Daily lesson plans will be posted on each homeroom teacher's
 individual webpage. The plans will include teacher prepared
 instructional videos, online assignments from the publishers of our
 programs and a variety of other resources, and periodic "live" class
 lessons. All lessons will address the NJSLS and our current
 curriculum. Teachers are available for parent questions via email
 during school hours.
- Weekly lesson plans continue to feature a combination of 1)
 teacher prepared instructional videos 2) online assignments from
 the publishers of our programs and a variety of other resources,
 and 3) periodic "live" class lessons. Live lessons are conducted via
 Zoom or Canvas. Teachers are available for conferencing with
 students throughout the week.
 - Two live lessons per week via MS Teams.
 - Varied pre-recorded lessons by grade level. 1-2 per week av.

Grades PK-5 (continued)

- Daily independent lessons (posted on web page K-4; Canvas for grade 5)
- o 1 ELA lesson per day & 1 Math lesson per day
- o 1 Social Studies & 1 Science lesson per week
- o 1 lesson per week for Gym, Art, Music, Tech
- Microsoft Teams are utilized for individualized virtual student meetings and small group instruction for needed support. This includes Special Education, Basic Skills, and ESL support.
- Teachers will utilize Microsoft One Drive for creating a Shared Folder to forward workbook files and various assignments to students AND to receive completed work from students as a drop box.
- PLC/Articulation Virtual Meetings will take place weekly via Microsoft Teams.
- Microsoft Teams can be utilized for individualized virtual student meetings and small group instruction for needed support. This includes Special Education, Basic Skills, and ESL support.
- Manasquan ES will be utilizing an "early dismissal schedule" and run from 8:30 A.M. to 1:00 P.M.

Access & Distribution

- Lesson assignments and materials will be provided on teacher homepages on the District's website at www.manasquanschools.org.
- Any student without access to a computer or internet can contact
 the District for assistance. Laptop computers will be made
 available from existing laptop cart allocations to be re-purposed
 and signed out by students. Students without internet access at
 home or a convenient location can request a District-owned cellular
 hotspot.
- Technology support will be provided via email or phone and on weekdays during designated hours at a designated location for hardware issues.

Grades 6-12 (including alternative school)

Lesson Plans and Lesson Materials

- Teachers of students in grades 6-12 in all subjects will be expected
 to utilize the Canvas learning management system to provide
 lessons online to students in sequence with the curriculum that was
 being delivered prior to the school closing.
- Teachers create a true "virtual learning experience" students
 check in to live lessons on Canvas daily. Both MES and MHS run a
 modified school day schedule for all students. Attendance is taken
 (and monitored) on a daily and weekly basis. Teachers employ
 many different functions of the Canvas platform, including Chat,
 Discussion Board and Modules. Many lessons are conducted

Grades 6-12 (including alternative school) (continued)

- through Conference, where students can interact with other students and their teacher in real time. Teachers engage students in audio and video conferences.
- Teachers of special education students in resource classrooms shall prepare lessons for their students in those subjects and provide them in Canvas as well.
- Teachers of special education students in in-class resource settings shall modify or supplement the general education's teachers developed plans as they would during normal instruction and provide these modifications and accommodations in the online Canvas courses. Students are provided numerous ways to demonstrate understanding i.e. projects, tests, quizzes, papers, online testing platforms
- Lesson length should be consistent with classroom instructional time during a normal school day. Lessons shall be available to students on any day in the normal school schedule class would meet (i.e. A scheduled "A" day in school should be an "A" day for virtual lesson).
- Manasquan HS will be utilizing a "delayed opening schedule" and run from 9:04 A.M. to 2:30 P.M.
- Manasquan HS will modify its rotating day schedule to intersperse "E" days following the pattern A-B-E-C-D-E. On "E" days, there will be no new assignments or assessments. These days provide additional time/opportunity for students to complete assignments and obtain extra help/instruction from content or ICR teachers. On "E" days, students must still "check in" for attendance but these times are for conference with teachers for remediation or enrichment opportunities. This time serves students and teachers well, as the scheduled, standardized "check for understanding" has allowed students to catch up on work and address learning gaps while providing teachers an opportunity to reflect upon, assess an modify lesson plans so as to best meet the needs of all students.
- Manasquan ES will be utilizing an "early dismissal schedule" and run from 8:30 A.M. to 1:00 P.M.

Access & Distribution

- All students in grades 6-12 have already been issued District laptops through the District's one-to-one laptop program.
- Students and parents can always access lessons on Canvas as they
 do normally. Students can access Canvas using their districtprovided laptop computers or home computers, smartphones, etc.
- Students without internet access at home or a convenient location can request a District-owned cellular hotspot.

 Technology support will be provided via email or phone and on weekdays during designated hours at a designated location for hardware issues.

Students with Disabilities

Delivery of Remote/Virtual Instruction to Implement Individual Education Plans (IEPs)

PRESCHOOL - GRADE 5

Daily lesson plans shall posted on each homeroom teacher's individual webpage. The plans include teacher prepared instructional videos, online assignments from the publishers of our programs and a variety of other resources, and periodic "live" class lessons. All lessons will address the NJSLS and our current curriculum. Teachers are available for parent questions via email during school hours.

DAILY plans include: (Equivalent to 54-minute lessons)

(1) Language arts lesson; AND (1) Mathematics lesson

WEEKLY plans include: (Equivalent to 27-minute lessons)

- (1) Science lesson and (1) Social Studies lesson with an accompanying project-based activity that will be assigned on Monday and due by the end of the week on Friday.
- (1) Teacher-guided lesson with an accompanying project-based activity that will be assigned on Monday and due by the end of the week on Friday
- Pearson Education EnVision
- Mathematics Think
- Central Journeys Reading/Language Arts (Houghton-Mifflin Harcourt)
- FlipGrid for utilization in sending teacher prepared videos and receiving student prepared video clips
- MS Teams for utilization with "live" classroom lessons or "live" MS Teams lessons
- Additional resources for activities: Seesaw Learning, ABC Mouse, Happy Numbers, RazKids, Wilson Fundations (Gr. K-3), Read Works
- IXL Learning (Mathematics, Language Arts, Science, Social Studies assignments & assessments) – only for students in Grades 3-5
- Teachers utilize Microsoft One Drive for creating a Shared Folder to forward workbook files and various assignments to students AND to receive completed work from students as a drop box.
- MS Teams-is being utilized for individualized virtual student meetings and small group instruction for needed support/reteaching. Resource Center teachers meet with their students daily in a zoom lesson. In addition, Wilson reading groups continue as well as supplemental reading support such as Just Words.

GRADES 6-8

Students in Grades 6-8 will be online following a daily schedule and utilizing a virtual classroom through the Canvas Digital Learning Platform. Students will participate in virtual instruction utilizing district-issued Dell laptops.

Monday, Wednesday, Friday – Teachers will engaging students throughout their class period(s) utilizing teacher-prepared FlipGrid videos and Canvas discussion boards, chats, video conferences, and breakout rooms.

Tuesday and Thursday – Teachers will initiate the class with a mini-lesson and review the directions for the student's independent assignments to be completed during the remainder of class time. Teachers will be available for the remainder of the period to answer any student questions and provide any needed individual assistance. Special education teachers will be utilizing this time for individual/small group support.

Technology/Resources to be Utilized:

- Canvas discussion boards, chats, video conferences
- FlipGrid for utilization in sending teacher prepared videos and receiving student prepared video clips
- Actively Learn library of online novels
- Gizmos Virtual Science labs

Grades 9-12

The Canvas platform is the foundation of the virtual learning model at Manasquan High School, as teachers employ Canvas as the primary mode of communication and instruction. Depending on the day's lesson, the teacher might employ a variety of functions in the Canvas platform:

- Canvas Chat is used for attendance and general information teachers want to share with the students (explanations of that day's assignment or an upcoming conference/quiz, etc. It also is a time used for general conversation as if they were in class (normalcy).
- Canvas Calendar is where teachers post the day's assignment, when it is due, etc.
- Canvas Discussion is used when teachers want to have a longer discussion about a school-related topic or assignment. Students can respond to each other in Discussion which can be helpful.
- Canvas Conferences is used when teachers want to conduct a "live" class. This is
 as close to a classroom-type atmosphere as they can get. Teachers project
 anything on their screens (PPT, video, etc.) and they can write on the "virtual
 smartboard" when teachers ask students questions. Teachers can hear them and
 see them and vice-versa. Special Education teachers use "private chat" when
 they want to address a student one-on-one. When a co-teacher is conducting a

lesson, the special education teacher can private chat a student to make sure they are understanding and/or to address a missing assignment, etc. (Often students are too shy to answer questions or want to "hide" so this is an important feature)

 Canvas Quizzes will be employed which allows the SE teacher to have assessments timed. Teachers using a lot of open-ended questions and allow notes. The students know by now that every assignment is valuable to do and do well since questions will be on a Canvas quiz and they can use those notes to their advantage.

E-Days/Special Education teachers will open a private Conference for each class time just for students with IEPs so that they can have a platform without the pressure of an entire class "watching." The private conference function allows teachers to assess student understanding, differentiate instruction and modify assessments based on individual student needs.

Students Planed in Out-of-District Approved Placement for Disabilities

Child study teams will coordinate with out-of-district placement schools for remote/virtual learning with our students. The district receives updates from placements regarding the status of instruction and activities of 1:1 paraprofessionals. It is expected most schools are using cloud-based platform allowing educators to deliver differentiated, standards-aligned content enhanced by assessments, data tools and evidence-based instructional support.

Documenting IEP Implementation

Special Education teachers, CST case managers and related service staff shall document the activities engaged in to meet the requirements of IEPs.

Special Education Teachers Preschool to Grade 12

- Modified assignments/study guides/resource materials provided to students when appropriate under separate tabs in Canvas
- Programs such as Actively Learn, Flip grid, No Red Ink, Student Desmos, IXL, and Pearson Realize used to support students.
- MS Teams and Canvas conferences keep a memory of all conferences (student interaction) and files shared with students.
- Individualized instruction for students is provided through the Conference feature on Canvas and is tracked and recorded in the system. Extra help opportunities provided every 3rd day through the implementation of E-days with a set time schedule for students to receive extra services.
- Student progress is monitored by more frequent assessments that check for understanding of concepts more frequently that traditional larger in class assessments

 Students continue to have access to Study Skills classes that support students with meeting the academic expectations of other classes

CST Case Managers

- Maintain contact with parents via telephone, email and MS team meetings
- Maintain contact with teachers/related service staff via telephone, email and MS team meetings
- Attend when appropriate class virtual lessons to do direct observation of students
- Meeting with Supervisor weekly

Related Service Clinicians

- Maintain contact with parents via telephone, email and MS team/Zoom meetings
- Maintain contact with teachers/related service staff via telephone, email and MS Teams meeting
- Maintain logs of each session that includes duration, activities completed in virtual session
- Meetings with Supervisor every two weeks

Family Follow-Up to Ensure Services are Implemented in Accordance with IEPs

- CST case managers shall maintain close contact with students, parents and teachers on the progress of students.
- CST case managers shall utilize MS team meetings, email to reach out to students, teachers, guidance counselors to coordinate communication and support students.

Conducting Virtual IEP Meetings, Evaluations, and Other Meetings

The District Child Study Teams shall continue their functioning remotely as if they were in district.

CST members will reach out to parents to schedule Annual Reviews, Re-Evaluation Planning, Evaluation Planning new referral) or Eligibility meetings. Once the date has been established, the CST Secretary schedules the meeting in Frontline (our IEP management system) and forwards that official invitation to the parents via email. This invitation notice is also forwarded to appropriate staff- teachers, guidance, related service, etc.

A draft copy of the IEP is forwarded to the parent in advance of the scheduled IEP meeting.

Utilizing MS Teams, the CST case manager facilitates the IEP meeting. The Case Managers document attendance in the body of the IEP with the date, time and participants. In the body of the IEP, Case Managers note that the meeting was held virtually due to the mandated school closure due to health emergency.

Emergency Virtual or Remote Instruction Plan Page 7 of 12 2021-22 School Year

Once the IEP meeting is completed, the Case Manager amends the documents based on discussion at the meeting and finalizes the IEP documents. The CST secretary published them parental portal of Genesis and emails the parent to advise them that the document is now finalized and in the portal for review.

The CST has been completing referrals in process prior to the emergency closing to the best of their ability. The School Social Worker has completed social histories remotely and CST are doing some classroom observations. Inventories when appropriate are also being employed. The CST is completing all work appropriate to be done remotely. Psychological and Educational evaluations will be completed once face to face interactions are permissible.

English Language Learners (ELLs)

Several applications and programs shall be used to provide our ELLs with proper instruction during the school closure that address the 4 domains of reading, writing, listening and speaking. These include:

- Seesaw (Lessons or activities are posted for the students to do or respond to and they
 make video/audio recordings or do a writing assignment to go along with it)
- Nearpod (the students follow along while the teacher does a live lesson on a variety of topics while responding to the lesson in real time)
- Newsela and Reading A-Z (the students read stories chosen for them based on their reading level and do reading comprehension activities related to the stories)
- Scholastic News (this has videos, news articles, writing assignments, and comprehension activities that go with it about current events that relate to the student's lives)
- Students also use text books which they have been using all year and are very familiar
 with to continue with our curriculum.

Teachers will be in communication with ELL families via email or phone. The school district's ELL counselor is the designated translator and has called all parents that do not speak English to relay messages and let them know how their child is doing. Access to technology for ELLs with these needs is addressed in the "Access and Distribution" areas above.

Attendance

High School (Grades 9-12)

The high school will follow the district and school attendance policy. Each student at the high school will sign into their Canvas virtual classroom through the virtual discussion board. Teachers will then record daily and period by period attendance in the student information system. Student daily attendance lists are shared with teachers from the office of the vice principal. Students demonstrating attendance issues are communicated with from the vice principals' offices through letter to parents, email and guidance counselor follow up. All students must follow the BOE policy on attendance to receive credit for each course. Failure to comply can result in loss of credit and non-graduation status.

The high school virtual classrooms will be monitored each period for student progress on the content presented. The teacher is required to communicate student progress with each student through feedback and assessment. Teachers communicate student progress through our parent portal through the student information system. Students demonstrating to be at risk or not meeting educational goals are engaged to develop strategies, supported by student guidance counselors, child study team, teachers and parents. Parents are notified by voice phone calls, emails, mid quarter progress reports and report cards for each marking period.

Elementary School (Grades 6-8)

Grade 6-8 students will be required to sign in at the beginning of each period class through our Canvas Learning Management Platform. Prior to the end of the day, teachers reach out to their students via email who did not participate in class to check on their well-being and reason for absence. Should a student participate in class and neglect to sign in, the teacher adjusts their attendance as present. At the end of the school day, teachers then post their period class attendance in our student information system. Finally, a SIS class attendance report for all students is run at the end of each day. Students who were not present for more than two of their daily classes are marked absent for the school day.

Elementary School (Grades PK-5)

In Preschool through Grade 5 classes, all students will be initially marked present daily. Individual homeroom teachers monitor daily attendance through their remote instruction. If a student does not participate in the day's lesson, the homeroom teacher contacts the parent via email to check on the child's well-being. Homeroom teachers then notify administration of a student who is not regularly attending classes.

School attendance procedures remain in effect during the school closure. Students with extensive absenteeism may be considered to have not successfully completed the instructional program requirements for promotion. Identified students with a growing absenteeism rate are referred to and closely monitored by the school's Intervention and Referral Services (I&RS) Team. Parents are contacted via email to schedule a MS Teams virtual meeting with the I&RS Team to discuss the importance of regular attendance, provide recommendations for improving their child's attendance, and to offer any support to the family that may be needed. The I&RS Team includes a school counselor, a school administrator, and the child's teachers. Depending upon the needs of each individual student, a Child Study Team Case Manager, the ESL teacher, and/or the Spanish teacher for interpretation reasons, may be included in the I&RS meetings. For students who continue to increase absenteeism, the I&RS Team will meet again virtually in MS Teams with the parent/guardian to discuss the reasons for all absences and additional recommendations for improving their child's attendance, as well as discussing how the district may need to proceed regarding promotion. The Elementary School Counselor (Grades K-5) or the Middle School Counselor (Grades 6-8) then conducts weekly check-ins with the identified students and their parent/guardian to encourage regular attendance and to provide any needed support. Case Managers conduct the weekly check-ins for identified classified students with IEPs and their parent/guardian to monitor attendance and provide support. In addition, the ESL teacher conducts the weekly check-ins with identified Hispanic families, with translation assistance by our Spanish teacher, in order to provide support to our second language learners and encourage regular attendance in their daily classes.

Student on Home Instruction

Students receiving existing home instruction services will be evaluated on an individual basis to determine if home instruction should continue remotely or if students can be re-enrolled in their regular courses since those courses are now being conducted remotely.

Food Services

The District will be operating its lunch services under the Seamless Summer Option which has been expanded for use through the 2021-2022 school year. This program allows for all students, regardless of Income, to receive a free lunch every day. No action has to be taken to receive this service.

In the event of a school closure under the provisions of this plan, students/parents will have an opportunity to sign up for meal delivery service. Students signing up will receive lunches and dinners delivered to their homes. Meals are packed by school employees observing strict handling protocol. Meals will be delivered with zero contact; being left at recipients' addresses between 10:00 AM and 11:00 AM daily.

School Counseling Services

School counselors will work remotely and continue to provide the following services:

- Monitoring of student attendance and engagement
- · Following up with families
- Continued research and development of intervention strategies that can be accessed online
- Email access to counselors, SAC and Social Worker during the regular school day
- Access to community mental health services as needed via www.manasquan.k12.nj.us
- Assistance with college planning and applications via, email, Naviance, & SCOIR
- Review of scholarship applications
- Review student course requests for the 2020-2021 school year

Related Services Personnel

Related services personnel will be working remotely. Per a revision in administrative code, during an extended public health related school closure, related services such as OT, PT, speech and counseling may be provided through telemedicine and telehealth or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.

The length and frequency of each teleconference will vary based upon a student's ability and need, with individualized therapeutic activities and supports used as a component of each session as well. The District will be sending out meeting invitations to video conference using Microsoft Teams working with the District's license.

Special Education Paraprofessionals

All Special Education Paraprofessionals will be engaged in professional development. The seminars assigned are as follows. In addition, depending on assignment, paraprofessionals have been in Zoom lessons such as the Preschool Show and Share.

Emergency Virtual or Remote Instruction Plan Page 10 of 12 2021-22 School Year

- What Every Paraprofessional Needs for Student Success and Effective Teamwork
- Google Fundamental Training
- Digital Citizenship
- Role of the Paraprofessional
- Behavlor Management
- Dyslexia: Multisensory Structured Literacy; Comprehension and Fluency; Overview of Screening, Assessment, Intervention and Assistive Technology
- Learning Disabilities
- Child Development/Crisis Intervention
- Social Emotional Learning
- ISF/Mindfulness
- Trauma Informed
- Trauma Informed Suicide Prevention
- Trauma Informed Considerations
- Autism and Trauma
- ABA Autism Training Series:
 - The Discrete Trial, Reinforcement, Prompting, Generalization, Incidental teaching

Facilities

The Manasquan School District will increased sanitization and disinfecting of all hard, nonporous surfaces and common touch points (e.g. door handles, water fountains, cafeteria tables). The District uses Broadband Q256 and RX75, hospital level disinfectants and virucides, to accomplish this task. The District will also use Victory Electrostatic Sprayers that use positively charged ions coupled with chlorinated tablets which kill human Coronavirus within two minutes.

The district will limit access to buildings to a few essential areas. These areas are heavily disinfected daily. If, at any point, a portion of the buildings outside of these designated areas are occupied, those areas are treated with the same disinfecting regimen described above.

Custodial staff will do regular rounds of both schools to monitor any issues that may arise in unoccupied buildings, such as mold. Boilers are being run for re-heat purposes with dehumidifiers deployed in known high-risk areas.

Expectations for Work Hours and Internal/External Communications

On a closure day in accordance with this plan, teachers and other certified staff are expected to be available during normal work hours for phone calls to/from administrators and/or colleagues. Teachers and other certified staff are also expected to check their school email regularly during these work hours and respond to electronic communications from administrators, colleagues, parents, and students as they would normally while in school.

Essential Personnel

The following personnel are designated as essential and may be required to report to work:

- Superintendent
- School Business Administrator
- Assistant Superintendent
- Directors, Principals, Assistant Principals, & Supervisors
- Technology Staff
- Custodial Supervisor, Head Custodian, Custodians, & Grounds Staff
- School Security Coordinator & School Safety Officers

Essential personnel shall be scheduled in such a way to minimize contact with other employees or the public with the ability to maintain social distance at all times.

DOCUMENT O

NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2021- 2022

District Information and Score Summary

District Name and CDS#	Manasquan School District
County Name	Monmouth
District Superintendent Name	Frank Kasyan, Ed.D.
District Mailing Address	169 Broad Street, Manasquan, NJ 08736
Superintendent Email Address	fkasyan@manesquan.k12.ni.us

DPR Area	District Score	County Score
Instruction and Program	4%	0%
Fiscal Management	96%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

Instruction and I	struction and Program Type Dist		District 1	Name Here	
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
The school district's ELA achievement score. The score is comprised of the following:	K - 8	10	0.0	0.0	As of Ootober 12, 2021 and the ROE approved of this document, distincts have not received the state testing somes for the purpose of this DPR from the NIDOR. The county office has
Overall performance: The proficiency rate of all students in a school district; Subgroup performance: The proficiency	K - 12	7.5	0.0	0.0	solvised that, locking this data currently, this soll-assessment should be BOE approved without indicators 1-7 in Program &
rate of all student subgroups; (Assessment data provided by NJDOE)	9 - 12	15	0.0	0.0	Instruction.
The school district's mathematics achievement score. The score is commised of the following:	K-8	10	0.0	0.0	As of October 12, 2021 and the HOE approval of this document, districts have not received the state testing scores for the purpose of this DPR than the NUDOR. The county office has
Overall performance: The proficiency rate of all students in a school district; Subgroup performance: The proficiency	K - 12	7.5	0.0	0.0	advised the locking this data currently, this self-assessment should be BOE opposed without findisalors 1-7 or Program &
rate of all student subgroups. (Assessment data provided by NJDOE)	9-12	15	0.0	0.0	Instruction.
The achool district a science achievement score: The score is commised of the following:	K - 8	10	0.0	0,0	As of October 12, 2021 and the BOE approval of this document, districts have not received the state testing scores for the purpose of this DPR from the NIDOE. The county office has
Overall performance: The proficiency rate of all students in a school district; Subgroup performance: The proficiency	K - 12	5	0.0	0.0	advised that, lucking this data contently, this self-assessment should be HOE approved without tedienters 1-7 in Program &
rate of all student subgroups. (Assessment data provided by NJTOF)	9 - 12	0	0.0	0.0	Instruction.
4. The school district's Isl.A academic progress. - Academic progress is calculated to	K - 8	10	0.0	0,0	As of Geinber 12, 2021 and the BOE approval of this document, districts have not received the state testing scores for the propose of this DOE. The county of the have
include subgroup performance by invertiging the inSGP of all students with the average of till subgroups' mSGPs.	K - 12	7.5	0.0	0.0	DPR from the NITION. The county office has advised that, lacking this data numerally, this add-assissment should be BOB approved without bulicators 1-7 in Program &
(Assessment data provided by NJDOE)	9 - 12	0	0.0	0.0	Instruction.

Instruction and I	Instruction and Program		Type District Name Here					
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments			
The school district's mathematics academic progress. Academic progress is calculated to	K - H	10	0.0	0.0	As of October 12, 2021 and the ROE approved of this document, districts beyond received the state testing scores for the purpose of this DPR Grow the NICOE. The county office has			
include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs.	K - 12	7.5	0.0	0.0	advised that, locking this data currently, this adf-sesses ment should be BOE approved without Indicators 1-7 in Program &			
(Assessment data provided by NJDOE)	9 - 12	0	0.0	0.0	Instruction.			
The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). Graduation rate is calculated to include.	K-8	0	0.0	0,0				
subgroup performance by averaging the combined graduation rate (i.e. the average of the four year and five-year graduation rates) of all students with the average of all	K-12	15	0.0	0.0				
subgroups' combined graduation rates, (Assessment data provided by NJDOE)	9 - 12	20	0.0	0.0				
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup	К-В	10	0.0	0.0	As of October 12, 2021 and the UOB approval of this document, districts have not received the state testing scores for the purpose of this			
performance by overliging the rates for all stindents with the average of all subgroups?	K - 12	10	0.0	0.0	DPR from the NIDOE. The county office has advised that, tacking this data curroutly, this self-assessment should be BOE approved without Indicators 1-7 in Program &			
(Assessment data provided by NJDOE)	9 - 12	10	0.0	0.0	Instruction			
	K-8	60	0.0	0.0	As of October 12, 2021 and the BOIF approval of this document, districts have not received the state testing accord for the purpose of Gds			
Summary of Achievement Score Indicators	K - 12	60	0.0	0.0	DPR from the NUDGE. The county office has advised that, focking this data currently, this self-assessment should be BOB approved without Indicatus 1-7 in Program &			
	9 - 12	60	0.0	0.0	Instruction.			

NJIZSAC DPR: Instruction and Program socilon

Page 2 of 8

Instruction and Program		Type District Name Here				
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments	
		Point	Diatrict Soure Yes	County Soure		
Indica	tor	Value	or N/A = 1 No = 0	Yea or N/A = 1 No = 0	Comments	
 The chief school administrator (CSA) performance results of annual Statewide aducation within 60 days of receipt of the Department. The reports include aggregadath, as well as trend and comparative an strategies. (N.I.A.C. 6A:8-4.3) English language arts curriculum unit. 	escessments to the district board of e finditized information from the led and disaggregated subgroup alyses and appropriate intervention instruction are aligned to the New Je		1 and Learning Standards	O (NJSLS) in scoordanc	e with the Department's	
a. Curriculum designed and implement expectations and graduation requirement b. Integrated accommodations and mod students, English language learners, an gifted and talented students, and studen c. Assessments, including formative, so alternative assessments; d. List of core instructional and suppler levels of texts at each grade level; c. Paoing guide; f. Interdisciplinary connections; g. Integration of 21st century skills thus h. Integration of technology through the	ed to meet grade or grade-level its; iffications for special education dents at risk of school failure, its with 504 plans; immative, benchmark, and pental materials, including various ough NISLS 9;	4	1	0		

Instruction and Program			Type l	ne Here	
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
 Mathematics curriculum and instruction implementation timeline and include the for 		ordance w	ith the Department's ca	rriculun	
a. Curriculum designed and implemented expectations and graduation requirements in Integrated accommodations and modificationia, English language learners, attidegified and talented students, and students c. Assessments, including formative, sum alternative assessments; d. List of core instructional and supplementeds of texts at each grade level; e. Pscing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through, Integration of technology through the bit. Career education.	ications for special education ants at risk of achool failure, with 504 plans; mative, beachmark, and mail materials, including various th NJSLS 9;	4	1	0	
 Science corriculum and instruction are: N.J.A.C. 6A:8) 	aligned to the NJSLS in accordan	oc with the	e Department's curricu	lum implementation to	meline and include the followin
a. Curriculum designed and implemented expectations and graduation requirements b. Integrated accommodations and modificatulents, linglish language learners, stude gifted and talented students, and atudents c. Assessments, including formative, summitemative assessments; including formative, summitemative assessments; linearity and supplementaries of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st cautiny skills through. Integration of technology through the No. Cateer education.	cotions for special education ints at risk of school failure, with 504 plans; mative, henchmark, and intal materials, including various in NJSLS 9;	4	1	0	

Instruction and Program		Type District Name Here				
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Buter Actual Scores	Comments	
12. Social Studies curriculum and instructed following: (N.J.A.C. 6A;8)	tion are aligned to the NJSLS in acc	ordance v	with the Department's o	curiculum implements	tion timeline and inclu	
u. Curriculum designed and implement expectations and graduation requirence. Integrated accommodations and mostudents, English language learners, stugified and talented students, and attider e. Assessments, including formative, sualternative assessments; d. List of core instructional and supples levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills that h. Integration of technology through the f. Carcer education. Amistad Commission mandates* that et grade 12 include the teaching of the Afamerica, the vestiges of slavey in this Africant Americans to this country, and k. Holocaust Commission mandates* the through grade 12 address issues of bias bullying, through the teaching of the He Mandates can be met in content areas out of compliance with either mandate Social Studies.	ots; litientions for special education ideals at risk of school failure, its with 504 plans; amustive, benchmark, and mental materials, including various long. NISLS 9; e NISLS 9; e NISLS 8; including kindergarten through rican slave trade, slavery in country, and the contributions of last curricula in kindergarten, prejudice, and bigotry, including placement and genericide.	4	1	0		

13. World languages carried and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation tractine and include the following: (N.J.A.C. 6A-8).

Instruction and	Program		Type l	District Nan	ne Here
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to expectations and graduation requirements; h. Integrated accommodations and multific students; English language learners, atudengified and talauted students, and students v. Assessments, including formative, summallernative assessments; d. List of core instructional and supplementers of texts at each grade level; e. Pacing guide; f. Interfaceiphinny connections; g. Integration of 21st contany skills through h. Integration of technology through the N. i. Coreer aductation.	ations for special education its at risk of school failure, with 504 plans; native, benchmark, and and materials, including various a NJSLS 9;	4	1	0	20 C

Instruction and Program		Type District Name Here				
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments	
14. Comprehensive health and physical education timeline and include the following: (N.J.A.C. 6A		re aligned	to the NJSLS in accor	dance with the Departm	nent's curriculum implementati	
a. Curriculum designed and implemented to me expectations and graduation requirements; b. Integrated accommodations and modification students, English language learners, students at gifted and tulented students, and students with c. Assessments, including formative, summative alternative assessments; d. List of core instructional and supplemental revels of texts at each grade level; c. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJs. 1, Integration of technology through the NJSL 3, Carcer education.	ns for special education risk of school failure, 504 plans; e, herichnazk, and naterials, including various	4	1	0		
 Visual and performing arts curricula and instinctule the following: (N.J.A.C. 6A:8) 	ruction are sligned to the NJ	SLS in ac	cordance with the Dep	artment's corriculum i	uplementation timeline and	
n. Curriculum designed and implemented to me expectations and productions requirements; b. Integrated accommodations and modification students, longlish language learners, students at gifted and talented students, and students with c. Assessments, including furnative, aumnative alternative assessments; d. List of core instructional and supplemental infevents of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJ h. Integration of technology through the NJSLS i. Coreer education.	us for special education risk of school failure, 504 plans; e, benchmark, and ustosials, including various	4	1	0		

Instruction and I	Program		Type l	District Nan	ie Here
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
in property in each achool by a multidisciplinary be fulfilled through implementation of the fiered Systems of Support (MTSS). The system is A continuum of supports and interventions and learning, behavior, and health needs, b. Action plans for interventions based on studen c. Professional development for multidisciplinary interventions; and d. Review and assessment of effectiveness of interventions.	New Jersey Tiored System of minoludes: ilable in each school to support minimum desired outcomes; teams and staff who provide	f Support (nmal, and ticalib 00008 NJTSS) or other mode	or in students. (N.J.A.) ds such as Response to	Intervention (RTI) and Multi
monitoring).		60	0	0	
Achievement Score Total		00			
Achievement Score Total Curriculum and Policy To	tal	40	40	0	

Fiscal Management	Type District Name Here			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.I.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.I.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0	

Fiscal Management Indicator	Type District Name Here			
	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required);	4	1	0	
b. Reports no repeal audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
e. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over- expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

Fiscal Management		Тур	e Distric	et Name Here
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
5. Entitlement and discretionary grants are managed and overseer	as requ	red. Spec	ifically, the sci	hool district:
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school aflocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	žii
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

Fiscal Management	Type District Name Here				
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
Proper oversight and accounting of capital projects accounted f	or in Fun	d 30 are p	rovided. Speci	fically, the school district:	
a. Maintains separate accounting by project,	4	1	0		
 Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available. 	4	1	0		
 Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount. 	4	1	0		
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest carned annually to the debt service and/or general fund.	4	1	0		
 Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2. 	2	1	0		
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0		

Fiscal Management	Type District Name Here				
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
9. Annual health and safety reviews:					
a. Have been conducted once per year in each building using the Annual Facilities Checklist — Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19- 6)	5	1	0		
 b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings. 	5	1	0		
c. Meet the "80% item" section Annual Facilities Checklist Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0		
10. A budget calendar that is developed and shared with the district hoard of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0		

Fiscal Management	Type District Name Here				
Indicator	Point Value	District Score Yes or N/A = I No = 0	County Score Yes or N/A = 1 No = 0	Comments	
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0		
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0		
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0		
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0		
15. The district hoard of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	0	0		
Fiscal Management Total	100	96	0		

Governance	Type District Name Here				
Indicator	Point Value	District Score Yes or N/A = 1 No - 0	County Score Yes or N/A = 1 No = 0	Comments	
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0		
2. The district board of education:					
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation, N.J.S.A., 18A:17-20.3.	7	1	0		
 Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8,1(g). 	6	1	0		
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school insteads administrators are submitted to the executive county superintendent (FCS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0		

Governance	Type District Name Here				
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district huard of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0		
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	29	
 The budgefug process and allocation of resources, including grant provide for a thorough and officient education as demonstrated by: (N 	funding, a J.S.A. 18	re aligned (A:7F-6 and	with instruct d 46 and N.	tional priorities and student needs to I.A.C. 6A:23A-8.1)	
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0		
 Annually align fiscal goals and budget objectives with carricula that comply with the NJSLS. 	8	1	0	or the state of th	

Governance	Type District Name Here				
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
7. The district board of education follows the hadget process by: a. Conducting a public hearing on the proposed landget; b. Adopting the hadget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the hadget available for public notice and inspection, (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0		
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0		
 The district board of education has established programs and services for all Buglish language learners (ELLs), pursuant to N.J.A.C. 6A:15. 	7	1	0		
10. The district loard of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10;4-6 et seq.)	3	1	0		

Governance		Тур	e Distri	ct Name Here
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district based of education approves the mouthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been overexpended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A. 18A:17-7)	6	1	0	
13, District board of education members and solved administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Pithics Act. (N.J.S.A. 18A:12-22 and 26)	5	i	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
Governance Total	100	100	0	

Operations		Type District Name Here				
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments		
1. The school district's NJSMART and educator evaluation date	i files;					
n. Have been certified by established deadlines and provide complete data; and	2	1	0			
b. Have an error rate of less than 1.5 percent for each file—inclusive of student sync errors.	3	1	0			
2. The school district's County District School (CDS) Informatic	n System	data:				
Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJOSAC monitoring; and	Ĭ	1	0			
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0			
3. The school district has a data management process that include	les:					
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure,	2	1	0			
b. Submission of data collection applications via the Deputtment's website by the established deadlines.	3	1	0			
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0			

Operations Indicator		Type District Name Here				
	Point Value	Ves or N/A - 1 Nu = 0	Yes or N/A = 1 No = 0	Comments		
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0			
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (IIII) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0			
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB solf-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval thate for the HIB solf-assessment for each school in the school district by September 30, (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	102		
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0			

Operations Indicator	Type District Name Here					
	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments		
 The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for ovaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4) 	6	1	0	23		
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation brills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1.	0	5		
11. Policies and procedures are established to report potentially missing, abused, or neglected daildren to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0			
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.J(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0			

Operations Indicator	Type District Name Here			
	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
13. At least one certified school noise is employed by the school district (not through a third-party contract). For medically fingile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a missing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	

Operations	Type District Name Here					
Indicator	Point Value	Yes or N/A → 1 No = 0	Yes or N/A = 1 No = 0	Comments		
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received aducational services from a certified instructor who has completed the Dapartment's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physicism's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary baspital setting). (N.J.S.A. 18A:6-4,13 and 7.) and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0			
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The USA has verified in writing that the process has occurred.	6	1	0			
16. A security drill statement of assurance that accurately represents the monthly scourity drills were confinded is submitted no later June 30 each year to the Department, (N.J.S.A. 18A:41)	4	1	0			
17. The school district has a comprehensive equity plan (CBP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department, Additionally, the school district submits to the Department the annual CBP statement of assurance, (N.J.A.C. 6A:7-1.4)	6	1	0	€		
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0			

Operations	Type District Name Here					
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments		
Operations Total	100	100	0			

Person	nel	T	ype I	district l	Name Here
Indicat	or	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
 An annit of staff personnel files and of processes have occurred in accordance w 	her relevant school district records with N.J.A.C. 6A;9C and 6A:10 in t	demous he follow	trates the ing catego	t evaluation a pries:	nd staff developmen
a, Teacher evaluation processes result in complete summative scores,	100 percent of audited files meets indicators	8	1	0	
measures of teacher practice, and measures of student growth (SGO and	95 to 99 percent of audited files meats indicators	4	0	0	
mSGP) (N.J.A,C, 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	Jiess than 95 percent of audited files meets indicators	0	0	0	
 b. School leador evaluation processes result in complete summative scores, 	100 percent of sudited files meets indicators	6	1	0	
measures of principal practice, and measures of student growth (SGO,	95 to 99 percent of audited files meets indicators	3	0	0	
mSGP, administrator goals) (N.I.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	Less than 95 percent of audited files meets indicators	0	0	0	
e. Evaluations of other certificated staff according to regulations	100 percent of audited files meets indicators	4	1	0	NEE-
(N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2),	95 to 99 percent of audited tiles meets indicators	2	0	0	
	Less than 95 percent of audited files meets indicators	0	0	0	

d. Jivaluation processes for all certificated stull have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0	
 School improvement punels have been established in each school and are functioning in accordance with the TEACHINJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and 	4	1	0	11
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0	
2. The school district demonstrates supportive conditions for high-quality peducational services staff, and administrators, aligned to the components of for professional learning and as indicated by the following (N.J.A.C. 6A:9C)	professi	onal deve	ig and deve lopment an	lopment for teachers, d the New Jersey standard
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	1	0	
 c. The school district-level PDP: Details district-wide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and Addresses the NJSJ.S and the professional standards for teachers and school leaders (N.J.A.C. 6A.8 and 6A.9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A.9C-4.2) 	5	1	0	8

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	1	0	
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 c. The district mentoring plan: (N.J.A.C. 6A;9C-5) Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; Describes how mentors are trained; and Describes the process by which the administrative office oversees mentor payments. 	3	ï	0	
f. Documentation that verifies staff have completed professional development on State mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	1	0	
. The district board of education has ensured the following staffing practice ertification:	cs are fo	Howed for	all staff requir	ing provisional
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CB) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period hogan. Any teacher with a CBAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment, (N.J.A.C. 6A:9B)	3	1	0	
 Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10) 	3	1	0	
c. Provisional staff sceking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)	3	1	0	
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:91)	2	1	0	

L New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnal files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
Approved job descriptions are maintained for every certificated staff nember. Certificated staff are appropriately certified for their assignment N.I.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
a The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. GA:9B-7)	2	1	0	
he position control roster: (N.J.A.C. 6A:23A-6.8)				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute leadlers; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, if whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; golde; stipends by type; overtime; other extra compensation; the benefits paid by the school listrict, not of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by ocation; the date the position was filled; and the date the position was originally oceated by the district board of education (if the date the position was originally oceated is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	

		-		
c. Reconciles with the budget.	N.	1	0	
	111	1	U	

NJQSAC DPR: Personnel section

Page 6 nf 7

6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).		1	0	e e
Personnel Total	100	100	0	

DECLARATION PAGE Type District Name Here Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.) SIGNATURE POSITION NAME Chief School Administrator Frank Kasyan, Ed.D. District Administrative Staff Jesse Place Teacher Maria Eldridge School Business Administrator Peter Crawley, Ed.D. Curriculum and Instruction Representative Richard Coppola Local Collective Bargaining Representative Ryan Basaman Eugene Cattani District Board of Education Member Director of School Counseling Lesley Kenney Director of Special Services Suzanne Olimpio Robert Goodall, Megan Manetta, Jaclyn Principals By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document. Chief School Administrator Frank Kasyan, Ed.D. Eucgene Cattani **Board of Education President** Board Resolution Date: 10/12/2021

NJQSAC DPR: Declaration Page

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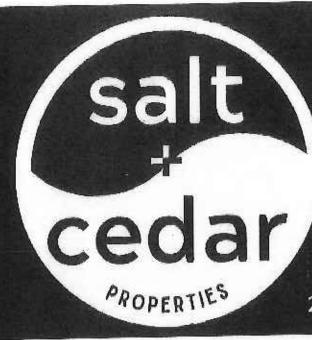
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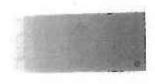
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