

**BRADLEY BEACH BOARD OF EDUCATION**  
**515 Brinley Avenue**  
**Bradley Beach, NJ 07720**

**A G E N D A**

**Regular Meeting**  
**April 20, 2021**

I. Call To Order

II. Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

III. Flag Salute/Roll Call

IV. Discussion Items

- Teacher of the Year – Mrs. Ashley Fox
- Education Specialist of the Year – Mrs. Kelli O’Keefe
- Bradley Beach Alumni Presentation – Zachary Jamieson and Evan Hofsess
- Green Team Introduction – Evan Hofsess

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – March 16, 2021

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VI. Superintendent’s Report

Executive Session

A. Personnel

1. Resolved: That the Board approve the appointment of the following substitute teacher for the 2020/2021 school year, at a rate of \$75.00 per day: [B]

- Alyssa Aurilio

2. Resolved: That the Board approve the job description for Athletic Director. (Attachment VI-A.2)

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3. Resolved: That the Board approve the job description for Teacher Aide or Special Education Teacher Aide. (Attachment VI-A.3)
4. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Christina Boyle	4/27/21 5/04/21 5/11/21 5/18/21	Strategies for Supporting ELL's in a Reader's Workshop	Virtual	\$125.00
Jessica Stephan	5/14/21	NJASP Assessment: Patterns of Strengths/Weaknesses Identify Difference Between ESL & Disability	Virtual	\$195.00
Christina Boyle	5/14/21	NJSSSA Meeting	Virtual	FREE
Alison Zylinski	5/26/21	2021 School Climate and Anti-Bullying Conference	Virtual	\$129.00
David Tonzola	6/9 – 6/11 2021	NJASBO 2021 Virtual Conference	Virtual	\$150.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. Curriculum

1. Resolved: That the Board approve the 2021 Bradley Beach Elementary School Extended School Year Program. The program will run from Monday, July 12, 2021, until Thursday, August 12, 2021 (Monday through Thursday). The hours for students will be 8:30 AM to 12:00 PM, while the hours for certified teaching staff will be 3.75 hours per day.
2. Resolved: That the Board approve the 2021 Bradley Beach Elementary School Summer Jumpstart Program. The program will run from Monday, July 12, 2021, until Thursday, August 12, 2021 (Monday through Thursday). The hours for students will be 8:30 AM to 12:00 PM, while the hours for certified teaching staff will be 3.75 hours per day.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

C. Policy

1. Resolved: That the Board approve the following Policies and Regulations for a first reading: (Attachment VI-C.1)

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<b>Policy/Regulation Number</b>	<b>Policy/Regulation Title</b>
P 2270	Religion in Schools
P 2431.3	Heat Participation Policy for Student-Athlete Safety (M)
P 2622	Student Assessment (M)
P&R 5111	Eligibility of Resident/Nonresident Students (M)
P&R 5200	Attendance (M)
P&R 5320	Immunization
P&R 5330.04	Administering an Opioid Antidote (M)
P&R 5610	Suspension (M)
P 5620	Expulsion (M)
P&R 8320	Personnel Records (M)
P 8561	Procurement Procedures for School Nutrition Programs (M)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

D. Students

- Resolved: The BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying in the Month of March.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VII. Business Administrator/Board Secretary's Report

A. Approval to Delete Stale Dated Checks

Resolved: That the Board approve the deletion of the following stale dated checks from the Bradley Beach Grammar School Account ending in 0186.

<b>Check Date</b>	<b>Check Number</b>	<b>Check Amount</b>
1/11/2019	5579	\$266.25
4/08/2019	5618	68.29
4/18/2019	5629	79.98

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending March 31, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-B)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

AGENDA  
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C. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending March 31, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment VII-C)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

D. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of March 31, 2021, after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b); that no line item appropriation is in violation of N.J.A.C. 6A:23-2.11 (1) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

E. Approval of Budget Transfers (2020/2021)

Resolved: That the Board approve the 2020/2021 budget transfers as listed on Attachment VII-E.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

F. Approval of March 2021 Payroll

Resolved: That the Board approve the March 2021 gross payroll in the amount of \$387,232.43.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

G. Approval of Bills Payment

Resolved: That the Board approve payment of the April 20, 2021 regular bills list and as certified and approved. (Attachment VII-G)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VIII. Old Business

IX. New Business

X. Committee Reports

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- XI. President's Report
- XII. Public Comments (Agenda Items Only)
- XIII. Public Comments (Other Items Only)
- XIV. Executive Session (if required)
- XV. Adjournment

**JOB DESCRIPTION**

**TITLE:** **ATHLETIC DIRECTOR**

**QUALIFICATIONS:**

1. Valid New Jersey Teaching Certificate
2. Effective problem solving, human relations, analytical, communication, writing, and interpersonal skills
3. Ability to work with students and families outside of contracted school hours to support school athletics.

**REPORTS TO:** Superintendent/Principal

**JOB GOALS:** The Athletic Director will conduct supervision and management of the district's athletic program

**ATHLETIC DIRECTOR PERFORMANCE RESPONSIBILITIES:**

1. Assists in maintaining the health, safety and welfare of students and staff at Bradley Beach Elementary School, as well as the athletic facilities, property and equipment throughout the district
2. Assists the administration in providing supervision at all school sponsored activities, and is responsible to attend athletic competitions.
3. Establishes and maintains favorable relationships with parents, local community groups and individuals to foster understanding and solicit support for the district athletic and curricular programs.
4. Coordinates pre-season coaches' meetings to discuss proper behavior for both athletes and coaches on and off the field. Insures all state mandated courses are taken by the coaching staff. Insures all proper state mandatory related credentials are in place prior to the first day of practice.
5. Schedules all practice and interscholastic athletics for the district.
6. Arranges for certified officials for each home athletic event.
7. Arranges transportation for all athletic teams and cheerleaders.
8. Provides for the proper administration and supervision of all home athletic contests.
9. Attends away athletic events of importance such as tournaments and play-off games.

**ATHLETIC DIRECTOR PERFORMANCE RESPONSIBILITIES (Continued):**

10. Validates the eligibility of all athletes.
11. Works with School Nurse to arrange medical exams and files medical and parental permission forms for athletes.
12. Develops the annual budget for interscholastic athletics and prepares requisitions for the proper expenditure of athletic funds.
13. Maintains an inventory of all athletic equipment and supplies.
14. Assumes responsibility for the care, maintenance, and storage of athletic equipment.
15. Maintains complete athletic records for all sports.
16. Represents district at M.C.A.L. meetings

**TERMS OF  
EMPLOYMENT:**

Yearly rate as per negotiated agreement the BBEA on file

**APPROVED:**

April 20, 2021

**Please Note: The examples of work for this job title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification. Conversely, all duties performed on the job may not be listed.**

**BRADLEY BEACH SCHOOL DISTRICT****JOB DESCRIPTION****TITLE:**        **TEACHER AIDE OR SPECIAL EDUCATION TEACHER AIDE****QUALIFICATIONS:**        **Must meet one of the following criteria:**

1.        Completed at least two years of study at an institution of higher education.
2.        Obtained an associate's (or higher) degree.

**Additional qualifications:**

- Demonstrated the ability to work well with others
- Knowledge of child growth and development and appropriate classroom practices preferred.
- Good oral and written communication skills.
- Ability to work on site during the hours required.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:**                Director of Special Services

**JOB GOALS:**                To assist the classroom teacher by working with individual and/or small groups of disabled or non-disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's education program. Aides will assist in the supervision, safety, and instructional support of classroom and student activities as a collaborative team member under the direction of the certified personnel.

**DUTIES AND RESPONSIBILITIES:**

1.        Assists the classroom teacher in the delivery of an effective instructional program.  
Performance Responsibilities
2.        Works with individual or small groups of students to reinforce learning of material or skills introduced by the teacher.
3.        Operates and cares for equipment used in the classroom for instructional purposes.
4.        Helps students master equipment or instructional materials assigned by the teacher.
5.        Engages children in conversation to encourage language development.
6.        Distributes and collects workbooks, papers, and other materials for instruction.



### **DUTIES AND RESPONSIBILITIES (Continued):**

7. Guides independent study, enrichment work, and remedial work assigned and developed by the teacher.
8. Assists with the supervision of students during non-instructional times; i.e. drills assemblies, play periods, and field trips.
9. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
10. Reads to students, listens to students read, and participates in other forms of oral communication with students.
11. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
12. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
13. Assists pupils with various projects, crafts, and curriculum tasks.
14. Provide services which conform to district objectives, board policies, administrative directions and state laws/regulations.
15. Helps students when needed with their clothing, snack time routines, and, when required, toileting activities.
16. Helps students with behavioral challenges to successfully participate in classroom, social and home activities.
17. Participates in in-service training as assigned.
18. Performs other related duties as assigned.

### **Responsibilities for aides assigned as Personal or Special Education Aides.**

1. Assists in taking care of the physical and emotional needs of the special education pupil, including but not limited to putting on and taking off outerwear, moving from room to room and using the lavatory.
2. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.
3. Aids physically handicapped children, particularly those who rely upon appliances, prosthetics or assistive technologies.

**DUTIES AND RESPONSIBILITIES (Continued):**

4. Promote the attainment of students' educational goals and learning objectives by providing supplemental services which assist the student(s) and classroom teacher(s) in delivering, modifying and adapting materials and access for the students assigned.
5. Assists in delivering services required by the IEP.

**TERMS OF  
EMPLOYMENT:**

10 Month  
Salary as per negotiated agreement on file

**EVALUATION:**

Performance on this job will be evaluated annually in accordance with provisions of the Board policy and NJ Administrative Code.

**APPROVED:**

**April 20, 2021**

**Please Note: The examples of work for this job title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job specification. Conversely, all duties performed on the job may not be listed.**

# POLICY GUIDE

PROGRAM  
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Religion in the Schools  
June 20

[See POLICY ALERT Nos. 164 and 220]

## 2270 RELIGION IN THE SCHOOLS

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

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

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to: in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion: prayer during **non-instructional time**; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time**; religious expression and prayer in classroom assignments; student assemblies and **extra-curricular noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies; ~~devotional exercises and other prayer and/or religion related activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: **religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.** The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



# POLICY GUIDE

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Religion in the Schools

**The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.**

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



# POLICY GUIDE

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Religion in the Schools

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

U.S. Const. Amend. 1

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

U.S. Department of Education - Guidance on Constitutionally Protected  
Prayer in Public Elementary and Secondary Schools – February 7, 2003

**January 16, 2020**

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

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

Adopted:



# POLICY GUIDE

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~~Practice and Pre-Season Heat Acclimation for  
School Sponsored Athletics and Extra-Curricular Activities~~  
**Heat Participation Policy for Student-Athlete Safety**

June 20

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[See POLICY ALERT Nos. 190, 217, and 220]

~~2431.3 PRACTICE AND PRE-SEASON HEAT ACCLIMATION FOR  
SCHOOL SPONSORED ATHLETICS AND EXTRA-CURRICULAR  
ACTIVITIES~~

**HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY**

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

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

The NJSIAA Policy shall address:

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

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



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~~Practice and Pre-Season Heat Acclimation for  
School-Sponsored Athletics and Extra-Curricular Activities~~  
**Heat Participation Policy for Student-Athlete Safety**

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

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

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

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

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



# POLICY GUIDE

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~~Practice and Pre-Season Heat Acclimation for  
School-Sponsored Athletics and Extra-Curricular Activities~~  
**Heat Participation Policy for Student-Athlete Safety**

**[Option – Include so it is relative to our district**

The school district will implement provisions of this Policy as determined by the Superintendent or designee for student-athletes participating in athletic programs other than students in grades nine through twelve to include students in grades   4   through   8  .]

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

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

Adopted:





# POLICY GUIDE

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Student Assessment  
June 20  
M

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197,  
205, 209, 211, and 220]

## 2622 STUDENT ASSESSMENT

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

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

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

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



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Student Assessment

## Statewide Assessment System

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

The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course PARCC assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

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

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

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

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education



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Student Assessment

shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

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

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

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

## Test Administration Procedures and Security Measures

The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

## Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.



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Student Assessment

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

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

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

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

## Accountability

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



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Student Assessment

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

## Annual Review and Evaluation of School Districts

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

## Public Reporting

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

## Parental Notification

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

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

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

Adopted:



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STUDENTS

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Eligibility of Resident/Nonresident Students

June 20

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[See POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173,  
189, 208, 217, and 220]

## 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 eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so



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Eligibility of Resident/Nonresident Students

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

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

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

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

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



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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
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

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

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

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





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Eligibility of Resident/Nonresident Students

## 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.

~~However, in~~ **In the case of a dispute between the school district and the parent or guardian 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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Eligibility of Resident/Nonresident Students

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

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

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

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be



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implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

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

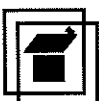
When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's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

## Notice of Ineligibility

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

## Removal of Currently Enrolled Students

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



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Eligibility of Resident/Nonresident Students

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

## Appeal to the Commissioner

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

## Assessment and Calculation of Tuition

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



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Eligibility of Resident/Nonresident Students

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

## Nonresident Students

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

## Optional

### [Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled \_\_\_\_\_ (with or without) payment of tuition for a period of time not greater than \_\_\_\_\_ 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, tuition 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. – **The Policy Committee did not include this when we approved this in Update 217 as we felt it would become very difficult to monitor.**

Students whose parent or guardian have moved away from the school district on or after \_\_\_\_ May 1st \_\_\_\_\_ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after \_\_\_\_ May 1st \_\_\_\_\_ (date) will be permitted to finish the school year in this school



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district \_\_\_\_\_ without \_\_\_\_\_ (with or without) payment of tuition.] I would keep this as it mimics our current policy

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Eligibility of Resident/Nonresident Students

## Optional

[Children of District Employees **This is listed in the BBEA's contract**

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

## Optional

[Other Nonresident Students **We currently have tuition 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-1 Visa students will not be admitted to this school district.

**X** The school district **is not required to, but may will** 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 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**



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conditioned on a satisfactory attendance and disciplinary record.] - The Policy Committee did include this when we approved this in Update 217.

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Eligibility of Resident/Nonresident Students

## J-1 Visa Students

### [Option – Select One Option

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

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with 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.] – This will stay in line with the above option.

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

Adopted:



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Attendance  
June 20  
M

[See POLICY ALERT Nos. 95, 96, 139, 172, 176, 203, 205, and 220]

## 5200 ATTENDANCE

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

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

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

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

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





# POLICY GUIDE

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Attendance

[For districts with secondary school(s) - Remove

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

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

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of ~~the this~~ Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

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

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

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

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

Adopted:



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Immunization  
June 20

[See POLICY ALERT Nos. 106, 156, 183, and 220]

## 5320 IMMUNIZATION

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

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

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

### Optional

[The Board will provide, at school district expense, the necessary equipment, materials and services for immunizing students against \_\_\_\_\_.] – **I would exclude this option as we do not have the resources to immunize students.**

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

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

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

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

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



# POLICY GUIDE

Adopted:

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Administering an Opioid Antidote  
June 20  
M

[See POLICY ALERT Nos. 210, 217, and 220]

## 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

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

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

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

and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades PreK through 8.] – **We should include to make this applicable to our school.**

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

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



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## STUDENTS

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### Administering an Opioid Antidote

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

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

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

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

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

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or



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permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. **Nothing in this Policy shall be interpreted to prohibit the**

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Administering an Opioid Antidote

**administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

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

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

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

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

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;  
18A:40-12.26; 18A:40-12.27



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N.J.S.A. 24:6J-1 et seq.

Adopted:

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[See POLICY ALERT No. 140, 144, 147, 176, 203, 212, and 220]

## 5610 SUSPENSION

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

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

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

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

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



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

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

## Optional

[The Board’s failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.] – **I would not include this, as the Board will take action if needed.**

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

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

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

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New



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Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which

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may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

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

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

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

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

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

Adopted:





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[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203, 212, and 220]

## 5620 EXPULSION

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

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

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

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



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

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

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

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



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

**[Charter Schools Only - Remove**

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

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

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

Adopted:



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[See POLICY ALERT Nos. 106 and 220]

## 8320 PERSONNEL RECORDS

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

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

**Optional – I would remove as not to limit what may be placed in the file.**

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

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

**Optional – I would remove as not to unintentionally destroy a needed document.**

[The personnel files of this district will be reviewed annually and material no longer required will be destroyed.]

**A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section G. ~~Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public~~**



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~~records of this district and any computerized files maintained by this~~

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~~district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~

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

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

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

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

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

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

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

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



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Adopted:



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[See POLICY ALERT Nos. 215, 216, 217 and 221]

**[SCHOOL DISTRICTS NOT PARTICIPATING IN A UNITED STATES DEPARTMENT OF AGRICULTURE'S (USDA) SCHOOL NUTRITION PROGRAMS ARE NOT REQUIRED TO ADOPT POLICY 8561.]**

## 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.



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## A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

## B. Micro-Purchase Procedures

~~Micro-Purchases (2 CFR 200.67):~~

### 1. Public/Charter Schools

**Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.**





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## 2. Non-Public Schools

~~Non-Public Schools Only~~ Purchases of supplies or services, within the **Federal** micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by **2 CFR 200.67** ~~48 CFR 2.101~~) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

## 3. Formal bid procedures will be applied on the basis of:

**[Choose one or more of the following:**

- centralized system;  
 individual school;  
 multi-school system; and/or  
 State contract.]

## 4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

### CB. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.



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2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. **Contract period for the base year and renewals as permitted;**
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;



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- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve ~~minority and small~~ **and minority businesses, women's business enterprises, and labor surplus area firms**;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits **under a cost reimbursement FSMC contract** to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;:
  - (1) **Termination for cause and convenience – contracts in excess of \$10,000;**
  - (2) **Equal Opportunity Employment – “federally assisted construction contracts”;**
  - (3) **Davis-Bacon Act – construction contracts in excess of \$2,000;**
  - (4) **Contract work Hours and Safety Standards – contracts in excess of \$100,000;**
  - (5) **Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);**



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- (6) **Clean Air Act – contracts in excess of \$150,000;**
  - (7) **Debarment and Suspension – all Federal awarded contracts;**
  - (8) **Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and**
  - (9) **Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
  - l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
  - m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
  - n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
  - o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);



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### Procurement Procedures for School Nutrition Programs

- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);



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- y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, **including specific instructions for prior approval and documentation of utilization of non-domestic food products only; and**
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.; **and**
  - aa. **The Board of Education’s Electronic Signature Policy.**
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, **questions may be sent to the School Business Administrator/Board Secretary.** ~~interpretation will be provided in writing to all potential bidders by~~ ~~†The School Business Administrator/Board Secretary or designee’s~~ **response and will be provided in writing to all potential bidders within 5 days.** ~~specify the deadline for all questions.~~
- a. The School Business Administrator/Board Secretary will be responsible for **providing responses to questions and** securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.



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7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  - c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
  - d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
  - e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.



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- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

## DC. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.





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7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

## **ED.** Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.



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5. ~~Non Public Schools Only~~ – The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the **applicable Federal or State** Federal micro-purchase threshold (~~2-CFR-200.67~~) to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

## FE. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.



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## GF. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

## HG. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met **and considered as one source of pricing in addition to other prices:**
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;



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- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

## III. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;



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- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

## JH. Code of Conduct for Procurement

- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.



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2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the 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.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. 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. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

## **KJ.** Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.



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2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018



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## APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:





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Eligibility of Resident/Nonresident Students

June 20

M

[See POLICY ALERT Nos. 109, 128, 160, 173, 189, 208, 217, and 220]

## R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

### A. Definitions

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

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

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



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



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- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
  - (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
  - (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.



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- d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
  - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.
- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
  - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
  - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.



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Eligibility of Resident/Nonresident Students

3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

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

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.
  - a. A student is not eligible to attend this school district pursuant to this provision unless:
    - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and



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Eligibility of Resident/Nonresident Students

- (2) The person keeping the student has filed, if so required by the Board of Education:
- (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
  - (b) A copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.



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- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
    - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
  3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
    - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
    - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school



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

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





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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:
    - (1) An instance of abuse such as domestic violence or sexual abuse;
    - (2) A disruption to the family unit caused by death of a parent or guardian; or
    - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
  - b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting



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documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.

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



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



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accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
  - (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.



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- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

## D. Housing and Immigration Status

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

### 3. F-1 Visa Students

#### **[Option – Select One Option**

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



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- The school district is **not required to, but may will** 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 designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]**

#### 4. J-1 Visa Students

[Option – Select One Option

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

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



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- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.
- F. Proof of Eligibility
1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
    - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
    - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
    - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
    - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
    - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
    - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;







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6. In the case of a dispute between the school district and the parents ~~or guardians~~ of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**
- G. Registration Forms and Procedures for Initial Assessment
1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
    - a. Are consistent with the forms provided by the Commissioner;
    - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
    - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
    - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
    - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.



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2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
  - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
    - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
    - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
  - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.



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- a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
  - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
    - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and



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the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
  6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
  7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
  8. Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
  9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.
- H. Notice of Ineligibility
1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.



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



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



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## I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.



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## J. Appeal to the Commissioner

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

## K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
  - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.





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- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
  - b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
  4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted:



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[See POLICY ALERT Nos. 95, 96, 139, 176, 203, 205, and 220]

## R 5200 ATTENDANCE

### A. Definitions

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

### B. Attendance Recording

1. **Attendance Recording in the School Register**  
(N.J.A.C. 6A:32-8.1)



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- a. **The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
- b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
- c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**
- d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.**
- e. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**



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## 2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

- a1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
- b2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
- c3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
- d4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
- e5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
- f6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.



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- g7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

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

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

**[Select one or more options below**

- The student’s illness
- supported by a written letter from the parent upon student’s return to school;
- supported by notification to the school by the student’s parent;
- The student’s required attendance in court;



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- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- The student's suspension from school;
- Family illness or death
  - supported by a written letter from the parent upon the student's return to school;
  - supported by notification to the school by the student's parent;
- Visits to post-secondary educational institutions;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education;
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Take Our Children to Work Day;
- An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule;
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;



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

### [Optional

54. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]

### D. Notice to School of a Student’s Absence

1. The parent or adult student ~~is requested to~~ **shall notify** ~~call~~ the school office before the ~~start of the student’s school day~~ **when the student will not be in school.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session **shall** ~~should call or~~ provide notice to the school office before the start of the afternoon session.
3. **The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.**
43. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged **shall** ~~should~~ notify the school office to arrange make-up work.



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

## E. Readmission to School After an Absence

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

## F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of \_\_\_\_\_ 10 \_\_\_\_\_ school days duration. The parent or student must request such home assignments.





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

## G. Denial of Course Credit

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

### **[Optional – Do not include as it is for secondary students.]**

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



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## [Options

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

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

\_\_\_ A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than \_\_\_\_\_ times.]

**[Optional – I would not include as retention would be a decision beyond a simple number of percentage.**

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

## [Option

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

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



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- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:



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



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



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6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
  - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
    - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

## I. Discipline

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

## J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.



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3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

## K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
  - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.



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- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

## L. Attendance Records

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

Adopted:





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June 20

[See POLICY ALERT Nos. 106, 137, 156, 183, and 220]

## R 5320 IMMUNIZATION

### A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The No Principal or designee shall not knowingly admit or retain any child student who whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section E,I. of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below A.2. or exempted as provided in section CB. and D. of this Regulation, and N.J.A.C. 8:57-4.3, and 8:57-4.4.**

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

12. A student shall be admitted to ~~preschool~~ or school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP)**



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immunization schedule, but shall not exceed one year for completion of all immunization requirements.

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- a. ~~A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- b. ~~A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another State or out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- e. ~~The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and



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Senior Services or his/her designee in accordance with the provisions of N.J.A.C. 8:57-4.5.

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## CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child** student shall not be required to have any specific immunization(s) **which** that are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
  - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~
  - 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record of the student and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



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~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.

5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

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

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

12. A child student shall be exempted from mandatory immunization if the child's parent(s) or legal guardian(s) submits to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights." ~~that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to~~



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~~immunization shall not be sufficient for an exemption on religious grounds.~~

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- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
  - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
  - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school**  
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
  - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
  - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



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EE. ~~Documentation~~ **Accepted as Evidence of Immunization**  
(N.J.A.C. 8:57-4.6)

1. ~~The following documents~~ Any of the following documents shall be accepted as evidence of a **child's** ~~student's~~ immunization history, provided that the document lists the type of immunization and the specific date (~~month, day and year~~) when each immunization was administered **is listed**.
  - a. An official school record from any school or preschool indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;**
  - b. A record from any public health department indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;**
  - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.;** or
  - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements of **N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



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3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

## **FD. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)**

1. **The school district** ~~Each school~~ shall maintain an official State of New Jersey **School Immunization Record** for every student. **This record** which shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- 2a. **If** ~~When~~ a child withdraws, is promoted, or transfers to another school **district**, ~~preschool or child care center~~, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent(s) ~~or legal guardian(s)~~ upon request, within twenty-four hours of such a request.
  - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
  - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance~~



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~~with Department of Education rules and policies on transfer of student records.~~

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3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
- 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
  - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
- 6f. Any computer-generated document or list developed **by the school district** to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.

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

1. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or **designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).** ~~other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1~~





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~~may result in a referral to the New Jersey Department of Education and the local health department.~~

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2. **The form for the report will be provided by the New Jersey Department of Health and Senior Services.**
3. **The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.**
4. **A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.**
5. **If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.**

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

13. **The Principal or designee ~~other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the State New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty four hours of notification.~~**

## **IE. Immunization Requirements**

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



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP  N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. <b>Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td)</b> Laboratory evidence of immunity is also acceptable.
Tdap  N.J.A.C. 8:57-4.10	GRADE 6 (or comparable age level special education program with an unassigned grade): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97: A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO  N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES  N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS  N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1 <sup>st</sup> birthday. 1 dose of live Rubella-containing vaccine on or after 1 <sup>st</sup> birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA  N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)  N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <sup>(1)</sup> Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B  N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses <sup>(1)</sup>	<sup>(1)</sup> If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL  N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. <sup>(1)</sup> Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL  N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i> ): 1 dose <sup>(1)</sup> (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose <sup>(2)</sup>	<sup>(1)</sup> For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. <sup>(2)</sup> Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA  N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

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



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## PROVISIONAL ADMISSION:

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

## GRACE PERIODS:

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

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

## JF. Emergency Powers of the Commissioner of Health and Senior Services

1. ~~If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If a **an outbreak or** threatened outbreak, or outbreak of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).



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3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**
  
43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

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Administering an Opioid Antidote

June 20

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[See POLICY ALERT Nos. 217 and 220]

## R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

### A. Definitions

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

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

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



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- a. **The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and**
  - b. **The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.**
21. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
- a. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**
32. The school nurse shall be responsible to:
- a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
    - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
  - b. Document the administration of an opioid antidote on a student’s health record;
  - c. Monitor the on-site inventory and replacement of the opioid antidote supply; and
  - d. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**





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ed. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators**.

43. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

**[Option – Option D.1.c. below must be included if this Option B.4. is selected**

54. The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).] - **We had said no in the policy.**

C. Authorization and Training for Administering an Opioid Antidote

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

**[Optional**

- a. **The district shall provide in writing to the school nurse and each employee designated by the Board written approval to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1). Each written approval shall be kept on file in the school nurse's office.**
- b. **The district shall notify all school staff members of the identity of each employee approved and designated by the Board to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1).]**



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3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.

a. ~~Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.~~ **Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.**

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

- (1) Information on opioid overdose prevention and recognition;**
- (2) Instruction on how to perform rescue breathing and resuscitation;**
- (3) Information on opioid dosage and instruction on opioid antidote administration;**
- (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and**



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**(5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.**

**b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.**

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

## D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.

a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.



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**[Option – Option B.5. above must be included if Option D.1.c. below is selected – Once again we had said no in policy**

- c. **School-Sponsored Functions Off School Grounds:** Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.]
2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).**
32. **The certified school nurse and/or other** A staff member(s) shall **monitor the person who has received an opioid antidote and** keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.
43. An **individual overdose victim** shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. **A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
54. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.
65. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.



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7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

E. **Use of Controlled Dangerous Substances**

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

F. **Limitation of Liability**

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

Adopted Issued:



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[See POLICY ALERT Nos. 176, 203, 212, and 220]

## R 5610 SUSPENSION PROCEDURES

### A. Short-Term Suspensions

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



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- (4) The informal hearing and the notice given may take place at the same time.
- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
- (1) The specific charges;
  - (2) The facts on which the charges are based;
  - (3) The provision(s) of the code of student conduct the student is accused of violating;
  - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
  - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
  - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
  - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.



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2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

## B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
  - a. Notification to the student of the charges prior to the student's removal from school;
  - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
  - c. Immediate notification to the student's parent of the student's removal from school;
  - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
  - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:





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



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- (1) The student's educational services shall be provided within five school days of the suspension.
  - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the New Jersey Student Learning Standards and the following considerations:
    - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
    - (b) The results of relevant testing, assessments, or evaluations of the student;
    - (c) The student's academic, health, and behavioral records;
    - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
    - (e) Considerations of parental input; or
    - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
  - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



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- (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
  - (2) Include the opportunity for the student to:
    - (a) Confront and cross-examine witnesses, if there is a question of fact; and
    - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
  - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
  - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
  - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
  - (3) Factual findings relative to each charge and the Board's determination of each charge;
  - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
  - (5) The terms and conditions of the suspension; and



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Suspension Procedures

- (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
  - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
  - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
  - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
    - (1) The nature and severity of the offense;
    - (2) The Board's removal decision;
    - (3) The results of relevant testing, assessments, or evaluations of the student; and
    - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.



# REGULATION GUIDE

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Suspension Procedures

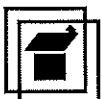
- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

**[Option – Select option below or develop a local school district option – Include so we have something in place in the unlikely event of cancelling both meetings.**

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

\_\_\_\_\_  
\_\_\_\_\_.]

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



# REGULATION GUIDE

STUDENTS  
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Suspension Procedures

- a. When the student is prepared to return to the general education program;
  - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
  - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
  - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.



# REGULATION GUIDE

- b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.

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Suspension Procedures

- c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

## **C. Meeting with Student - Multiple Suspensions or Possible Expulsion**

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
  - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
  - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**
2. **The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:**
  - a. **The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);**
  - b. **N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;**



# REGULATION GUIDE

- c. **N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or**

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- d. **In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.**
3. **In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.**
4. **The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.**





# REGULATION GUIDE

Adopted:

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Personnel Records  
June 20  
M

[See POLICY ALERT Nos. 106 and 220]

## R 8320 PERSONNEL RECORDS

### A. Content of Record

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



# REGULATION GUIDE

unpaid, and the purpose for which such leaves were granted;

- l. Assignment to positions, including position title and building to which assigned;

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Personnel Records

- m. Completed evaluations;
  - n. Reports of disciplinary incidents;
  - o. Records of special awards, commendations, or distinctions;
  - p. Oath of allegiance;
  - q. Reports of routine physical examinations; and
  - r. Reports of physical and mental examinations required for cause.
2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
  3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

## B. Custodian of Personnel Records

1. The Superintendent is custodian of all personnel records.
2. Personnel records shall be maintained in the office of the Superintendent, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

## C. Notice of Content of Files

1. Each employee shall be informed of the content of his/her personnel file.



# REGULATION GUIDE

2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.

a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.

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Personnel Records

b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.

c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

## D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.

2. Written request for access shall be submitted to the \_\_\_\_\_ Superintendent \_\_\_\_\_. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.

3. The employee shall review the record in the presence of the \_\_\_\_\_ Superintendent \_\_\_\_\_ and, at the employee's request, a representative of the employee.

4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.

5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.



# REGULATION GUIDE

## E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.

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Personnel Records

2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than 10 working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

## F. Access by Board Members and School Officials

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

## ~~G. Computerized Records~~

- ~~1. Computerized personnel records may include only the following information about an employee:~~



# REGULATION GUIDE

a. ~~\_\_\_\_\_~~ Name, address, and telephone number;

b. ~~\_\_\_\_\_~~ Social security number;

e. ~~\_\_\_\_\_~~ Current assignment;

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Personnel Records

d. ~~\_\_\_\_\_~~ Work experience;

e. ~~\_\_\_\_\_~~ Employment date; and

f. ~~\_\_\_\_\_~~ Salary guide and step.

2. ~~\_\_\_\_\_~~ Computerized information may be used only for the following purposes:

a. ~~\_\_\_\_\_~~ Payroll;

b. ~~\_\_\_\_\_~~ An employee's individual employment record; and

c. ~~\_\_\_\_\_~~ Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the \_\_\_\_\_, provided that such studies, reports, or surveys do not identify specific employees.

## G. Public Access to Employee Records and Information

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

2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**



# REGULATION GUIDE

- a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;**

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Personnel Records

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



# REGULATION GUIDE

Issued/Adopted:



TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
INTERIM BALANCE SHEET  
03/31/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		1,728,192.58
102-106	Cash and cash equivalents		.00
111	Investments		.00
116	Capital Reserve Account		125,000.00
117	Maintenance Reserve		26,325.00
118	Emergency Reserve		178,300.00
121	Tax levy receivable		1,123,520.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state	257,768.57	
142	Intergovernmental-federal	.00	
143	Intergovernmental-other		
153, 154	Other (net uncollect. of)	.00	264,306.07
	Loans receivable:		
131	Interfund	.00	
151, 152	Other (net uncollect. of)	.00	.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues	7,209,011.00	
302	Less Revenues	-7,225,085.96	-16,074.96
	Total assets and resources		3,429,568.69

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

421	Accounts payable		207,591.76
431	Contracts payable		.00
451	Loans payable		.00
	Other current liabilities		.00
	Total liabilities		207,591.76





TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 10  
**INTERIM BALANCE SHEET**  
 03/31/21

**FUND BALANCE:**

	Appropriated:		
753,754	Reserve for Encumbrances		1,981,899.07
	Reserved fund balance:		
761	Capital Reserve Account		125,000.00
764	Maintenance Reserve Account		26,325.00
765	Tuition Reserve Account		.00
766	Emergency Reserve Acct		178,300.00
762	Adult education program		.00
751,2,6X	Other Reserves		
601	Appropriations	7,656,711.00	
602	Less: Expenditures	5,247,158.42	
603	Encumbrances	1,981,899.07	-7,229,057.49
604	Increase in capital reserve		1,100.00
606	Increase in Maintenance Reserve		100.00
607	Increase in Emergency Reserve		.00
	Total appropriated		2,740,377.58
	Unappropriated:		
770	Fund balance July 1, 2020		914,083.35
303	Less-Budgeted fund balance		-432,484.00
307	Less-Bdgtd w/d frm Cap Rsv Elig		.00
309	Less Bdgtd w/d frm Cap Rsv Xcss		
310	Less Bdgtd w/d frm Maint Reserv		
311	Less Bdgtd w/d frm Tuition Rsv		
312	Less Bdgtd w/d frm Emergency Rs		
	Total fund balance		3,221,976.93
	Total liabilities and fund equity		3,429,568.69



TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
INTERIM BALANCE SHEET  
03/31/21

**RECAPITULATION OF FUND BALANCE**

	BUDGETED	ACTUAL	VARIANCE
Appropriations	7,656,711.00	7,229,057.49	427,653.51
Less Revenues	7,209,011.00	7,225,085.96	-16,074.96
Subtotal	447,700.00	3,971.53	443,728.47
Change in Capital Reserve Account:			
Plus-Increase in reserve	1,100.00		1,100.00
Less-Withdrawl from Reserve-Elig costs	.00		.00
Less-Withdrawl from Resv-Excess costs	.00		
Change in Maintenance Reserve Account			
Plus-Increase in Reserve	100.00		100.00
Less-Withdrawl from Reserve	.00		.00
Change in Tuition Reserve Account			
Less-Withdrawl from Reserve	.00		.00
Change in Emergency Reserve Acct			
Plus-Increase in Reserve	.00		.00
Less-Withdrawl from Reserve	.00		
Sub Total	448,900.00		444,928.47
Less: Adjustment Prior Year Encumbrances	-16,416.00	-16,416.00	
Budgeted Fund Balance	<u>432,484.00</u>	<u>-12,444.47</u>	<u>.00</u>

TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 20  
 INTERIM BALANCE SHEET  
 03/31/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		-7,376.65
102-106	Cash and cash equivalents		.00
111	Investments		.00
116	Capital Reserve Account		.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state	.01	
142	Intergovernmental-federal	.00	
143	Intergovernmental-other		
153, 154	Other (net uncollect. of)	.00	.01
131	Interfund loans receivable		.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues	808,483.20	
302	Less Revenues	-542,213.61	266,269.59
	Total assets and resources		258,892.95

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

411	Intergovt accts payable -state		.00
412	Intergovt accts payable - federal		.00
421	Accounts payable		17,239.46
402	Interfund accounts payable		.00
431	Contracts payable		.00
451	Loans payable		.00
481	Deferred revenues		918.33
	Other current liabilities		.00
	Total liabilities		18,157.79



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 20  
 INTERIM BALANCE SHEET  
 03/31/21

**FUND BALANCE:**

	Appropriated:				
753	Reserve for Encumbrances Curr Y			159,383.40	
754	Reserve for Encumbrances Prior Y			.00	
	Reserved fund balance:				
761	Capital Reserve Account		.00		
604	Increase in capital reserve				
307	Budget withdrawl frm cap reserve			.00	
601	Appropriations		808,483.20		
602	Less: Expenditures	567,748.04			
603	Encumbrances	159,383.40	-727,131.44	81,351.76	
	Total fund balance				240,735.16
	Total liabilities and fund equity				<u>258,892.95</u>



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 30  
 INTERIM BALANCE SHEET  
 03/31/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		.00
102-106	Cash and cash equivalents		.00
105	Cash With Fiscal Agents		.00
111	Investments		.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state		
142	Intergovernmental-federal		
153, 154	Other (net uncollect. of)	.00	.00
131	Interfund loans receivable		.00
161	Bonds proceeds receivable		.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues	.00	
302	Less Revenues		.00
Total assets and resources			.00

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

421	Accounts payable		.00
402	Interfund accounts payable		.00
431	Contracts payable		.00
432	Construct conctrcts payble-retain %		.00
433	Construction contracts payable		.00
451	Loans payable		.00
	Other current liabilities		.00
	Total liabilities		.00



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 30  
 INTERIM BALANCE SHEET  
 03/31/21

**FUND BALANCE:**

	Appropriated:		
753,754	Reserve for Encumbrances		.00
751,2,6X	Other Reserves		.00
601	Appropriations	.00	
602	Less: Expenditures	.00	
603	Encumbrances	.00	.00
	Total appropriated		
	Unappropriated:		
770	Fund balance July 1, 2020		.00
303	Less-Budgeted fund balance		
	Total fund balance		.00
	Total liabilities and fund equity		.00

TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 40  
 INTERIM BALANCE SHEET  
 03/31/21

**ASSETS AND RESOURCES**

**ASSETS:**

101	Cash In Bank		137,461.57
102-106	Cash and cash equivalents		.00
105	Cash With Fiscal Agents		.00
111	Investments		.00
119	Debt Service Reserve		.00
121	Tax levy receivable		31,698.00
	Accounts receivable:		
132	Interfund	.00	
141	Intergovernmental-state		
153, 154	Other (net uncollect. of)	.00	.00
	Other Current Assets		.00

**RESOURCES:**

301	Estimated revenues	178,300.00	
302	Less Revenues	-178,300.00	.00
	Total assets and resources		169,159.57

**LIABILITIES AND FUND EQUITY**

**LIABILITIES:**

455	Interest payable		.00
441	Matured bonds payable		.00
	Other current liabilities		.00
	Total liabilities		.00



TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 40  
**INTERIM BALANCE SHEET**  
 03/31/21

**FUND BALANCE:**

Appropriated:				
767	Debt Service Reserve Acct		.00	
751,2,6X	Other Reserves			
601	Appropriations	178,307.00		
602	Less: Expenditures	-9,150.00	169,157.00	
608	Increase in Debt Service Reserve		.00	
Unappropriated:				
770	Fund balance July 1, 2020		9.57	
303	Less-Budgeted fund balance		-7.00	
313	Less Bdgtd w/d frm Debt Svs Rsv		.00	
	Total fund balance			169,159.57
	Total liabilities and fund equity			169,159.57
Change in Debt Service Reserve Acct				
	Plus-Increase in Reserve	.00		.00
	Less-Withdrawl from Reserve	.00		
	Sub Total	.00		





REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION

DISTRICT: BRADLEY BEACH BOARD OF ED

FUND 10

INTERIM STATEMENT

COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE

FOR NINE MONTH PERIOD ENDING 03/31/2021

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
<b>REVENUE</b>					
CURRENT EXPENSE					
52XX	From transfers	.00	.00	.00	.00
51XX	Sale of bonds	.00	.00	.00	.00
1XXX	From local sources	6,349,790.00	6,363,183.96	.00	-13,393.96
2XXX	From intermediate sources	.00	.00	.00	.00
3XXX	From state sources	859,221.00	861,902.00	.00	-2,681.00
4XXX	From federal sources	.00	.00	.00	.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>		<b>7,209,011.00</b>	<b>7,225,085.96</b>	<b>.00</b>	<b>-16,074.96</b>
		<b>Appropriations</b>	<b>Expenditures</b>	<b>Encumbrance</b>	<b>Avail Balance</b>
<b>EXPENDITURES</b>					
CURRENT EXPENSE					
11-1XX-100-XXX	Regular programs-instruction	2,829,908.00	1,956,887.49	770,827.36	102,193.15
11-2XX-100-XXX	Special education-instruction	1,000.00	.00	.00	1,000.00
11-230-100-XXX	Basic skills-remedial-instruction	.00	.00	.00	.00
11-240-100-XXX	Bilingual education-instruction	112,749.00	79,586.42	31,329.54	1,833.04
11-3XX-100-XXX	Voc.programs-local-instruction	.00	.00	.00	.00
11-401-100-XXX	School-spons. cocurr. activ. instr.	43,795.00	16,559.54	4,698.46	22,537.00
11-402-100-XXX	School-spons. athletics-instruction	44,014.00	1,200.00	9,300.00	33,514.00
11-421-XXX-XXX	Before/After School Programs	8,100.00	.00	.00	8,100.00
11-422-XXX-XXX	Summer School	23,535.00	22,220.00	1,315.00	.00
11-423-XXX-XXX	Alternative Education Programs	.00	.00	.00	.00
11-424-XXX-XXX	Other Supplemental/At-Risk Prgms	.00	.00	.00	.00
11-4XX-100-XXX	Other instructional prog.-instr.	.00	.00	.00	.00
11-800-330-XXX	Community service programs/operatio	.00	.00	.00	.00
UNDISTRIBUTED EXPENDITURES					
11-000-100-XXX	Instruction	1,918,901.00	1,236,675.14	645,835.69	36,390.17
11-000-211-XXX	Attendance and social work services	76,528.00	56,683.34	17,918.13	1,926.53
11-000-213-XXX	Health services	114,578.00	80,673.86	30,540.20	3,363.94
11-000-216-XXX	Related Services	127,620.00	92,017.43	33,903.60	1,698.97
11-000-217-XXX	Extraordinary Services	157,574.00	110,430.24	39,402.27	7,741.49
11-000-218-XXX	Other support services-stud-regular	57,684.00	40,946.76	16,002.33	734.91
11-000-219-XXX	Other support serv - stud-spec-serv	196,180.00	147,602.05	46,027.73	2,550.22
11-000-221-XXX	Improvmnt of inst/supp serv inst sf	122,974.00	88,844.78	31,329.22	2,800.00
11-000-222-XXX	Educational media serv/schl library	.00	.00	.00	.00
11-000-223-XXX	Staff Training Services	6,000.00	3,184.38	350.00	2,465.62
11-000-230-XXX	Supp. serv.- general administration	289,957.00	207,719.45	52,384.49	29,853.06
11-000-240-XXX	Supp. serv. - school administration	9,513.00	6,489.62	2,028.28	995.10
11-000-251-XXX	Supp. serv. - Central Services	199,710.00	155,023.33	43,722.88	963.79
11-000-252-XXX	Supp. serv. - Admin Info Technology	33,740.00	23,923.22	9,322.88	493.90
11-000-261-XXX	Allowable Maint. for School Fac.	182,525.00	160,378.21	10,335.98	11,810.81
11-000-262-XXX	Custodial Services	482,609.00	344,245.23	106,414.17	31,949.60
11-000-263-XXX	Care and Upkeep of Grounds	.00	.00	.00	.00
11-000-266-XXX	Security	11,000.00	3,641.52	3,480.00	3,878.48
11-000-270-XXX	Student transportation services	180,585.00	71,241.85	56,224.42	53,118.73
11-000-290-XXX	Other support services	.00	.00	.00	.00
11-000-291-XXX	Unallocated Benefits	221,270.00	193,986.44	9,283.56	18,000.00
11-000-310-XXX	Food services	27,000.00	27,000.00	.00	.00



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
 DISTRICT: BRADLEY BEACH BOARD OF ED  
 FUND 10  
**INTERIM STATEMENT**  
 COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
 FOR NINE MONTH PERIOD ENDING 03/31/2021

11-000-500-56X	Transfer of funds to Chtr Schls	57,000.00	10,668.52	2,140.48	44,191.00
11-000-515-XXX	Retirement of ERIP Liability	.00	.00	.00	.00
11-000-520-XXX	Transfers to other funds	.00	.00	.00	.00
	Total general current expense				
	expenditures/uses of funds	7,536,049.00	5,137,828.82	1,974,116.67	424,103.51



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 10  
**INTERIM STATEMENT**  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR NINE MONTH PERIOD ENDING 03/31/2021

EXPENDITURES	cont'd:	Appropriations	Expenditures	Encumbrance	Avail Balance
<b>CAPITAL OUTLAY</b>					
12-XXX-XXX-73X	Equipment	70,000.00	63,000.00	3,450.00	3,550.00
12-4XX-400-780	Infrastructure	.00	.00	.00	.00
12-000-4XX-XXX	Facilities acquis. & Const serv	50,662.00	46,329.60	4,332.40	.00
12-000-520-93X	Transfers	.00	.00	.00	.00
	Total capital outlay expenditures/ uses of funds	120,662.00	109,329.60	7,782.40	3,550.00
<b>SPECIAL SCHOOL</b>					
13-422-100-XXX	Summer school-instruction	.00	.00	.00	.00
13-422-200-XXX	Summer school-support services	.00	.00	.00	.00
113-4XX-100-XXX	Other spec. schools-instruction	.00	.00	.00	.00
13-4XX-200-XXX	Other spec. schools-support serv	.00	.00	.00	.00
13-601-200-XXX	Accr. evening/adult H.S. p/g sup svc	.00	.00	.00	.00
13-602-100-XXX	Adult education-local-instruction	.00	.00	.00	.00
13-602-200-XXX	Adult education-local-support serv	.00	.00	.00	.00
13-629-100-XXX	Vocational evening-local-instruction	.00	.00	.00	.00
13-631-100-XXX	Evening school foreign born lcl-inst	.00	.00	.00	.00
13-631-200-XXX	Evening school foreign born lcl-ssvc	.00	.00	.00	.00
13-000-520-XXX	Transfers	.00	.00	.00	.00
	Total special schools expenditures/uses of funds	.00	.00	.00	.00
<b>TOTAL FUNDS 11-13 EXPENDITURES</b>		<b>7,656,711.00</b>	<b>5,247,158.42</b>	<b>1,981,899.07</b>	<b>427,653.51</b>
<b>ARRA ESF FND16</b>					
16-1XX-100-XXX	Distributed Expenditures	.00	.00	.00	.00
16-2XX-100-XXX	Special Ed Programs	.00	.00	.00	.00
16-4XX-100-XXX	School Sponsored Activities	.00	.00	.00	.00
16-8XX-100-XXX	Community Services	.00	.00	.00	.00
16-000-XXX-XXX	Undistributed Expenses	.00	.00	.00	.00
	<b>TOTAL FUND 16</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>ARRA GSF FND17</b>					
17-1XX-100-XXX	Distributed Expenditures	.00	.00	.00	.00
17-2XX-100-XXX	Special Ed Programs	.00	.00	.00	.00
17-4XX-100-XXX	School Sponsored Activities	.00	.00	.00	.00
17-8XX-100-XXX	Community Services	.00	.00	.00	.00
17-000-XXX-XXX	Undistributed Expenses	.00	.00	.00	.00
	<b>Total Fund 17</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUNDS 16&amp;17 EXPENDITURES</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUNDS 11-19 EXPENDITURES</b>		<b>7,656,711.00</b>	<b>5,247,158.42</b>	<b>1,981,899.07</b>	<b>427,653.51</b>



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 20  
**INTERIM STATEMENT**  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR NINE MONTH PERIOD ENDING 03/31/2021

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
<b>REVENUE</b>					
52XX	From transfers	.00	.00	.00	.00
1XXX	From local sources	5,057.74	4,139.41	.00	918.33
2XXX	From intermediate sources	.00	.00	.00	.00
3XXX	From state sources	334,275.00	233,996.00	.00	100,279.00
4XXX	From federal sources	469,150.46	304,078.20	.00	165,072.26
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>		<b>808,483.20</b>	<b>542,213.61</b>	<b>.00</b>	<b>266,269.59</b>
		Appropriations	Expenditures	Encumbrance	Avail Balance
<b>EXPENDITURES</b>					
20-00X-09X	Local Projects	5,057.74	4,659.07	.00	398.67
20-290-309	Other Special Projects	.00	.00	.00	.00
State Projects:					
20-211	Early Childhood Prog Aid	.00	.00	.00	.00
20-212	Demonstrably Eff Prog Aid	.00	.00	.00	.00
20-213	Distance Learning Network Aid	.00	.00	.00	.00
20-214	Instructional Supplemental Aid	.00	.00	.00	.00
20-217	Targeted At Risk Aid	.00	.00	.00	.00
20-218	Preschool Education	334,275.00	247,293.72	82,981.28	4,000.00
20-501	Nonpublic Textbooks	.00	.00	.00	.00
20-502-505	Nonpublic Auxilliary Services	.00	.00	.00	.00
20-506-508	Nonpublic Handicapped Services	.00	.00	.00	.00
20-509	Nonpublic Nursing Services	.00	.00	.00	.00
20-510	Nonpublic Technology	.00	.00	.00	.00
20-603-618	Adult Education	.00	.00	.00	.00
20-331-360	Vocational Education State	.00	.00	.00	.00
	Other Special Projects State	.00	.00	.00	.00
	Total State Projects	334,275.00	247,293.72	82,981.28	4,000.00
Federal Projects:					
20-231-239	NCLB Title I	150,235.20	70,862.11	29,828.10	49,544.99
20-260-269	NCLB Title V & VI	.00	.00	.00	.00
20-250-259	I.D.E.A. Part B (Handicapped)	143,790.16	80,762.14	42,229.02	20,799.00
20-361-399	P.L. 101-392 (Voc. Education)	.00	.00	.00	.00
20-619-628	P.L.91-230 (Adlt Basic Education)	.00	.00	.00	.00
	Other Special Projects Federal	28,909.10	20,979.00	1,321.00	6,609.10
	Total Federal Projects	322,934.46	172,603.25	73,378.12	76,953.09
	<b>Total Expenditures</b>	<b>662,267.20</b>	<b>424,556.04</b>	<b>156,359.40</b>	<b>81,351.76</b>



REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 30  
**INTERIM STATEMENT**  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR NINE MONTH PERIOD ENDING 03/31/2021

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
<b>REVENUE</b>					
51XX	Sale of bonds	.00	.00	.00	.00
52XX	Transfer from other funds	.00	.00	.00	.00
	Other	.00	.00	.00	.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
		Appropriations	Expenditures	Encumbrance	Avail Balance
<b>EXPENDITURES</b>					
30-XXX-XXX-73X	Equipment	.00	.00	.00	.00
	Facilities acquisition and constr serv:				
30-000-4XX-100	Salaries	.00	.00	.00	.00
30-000-4XX-331	Legal Services	.00	.00	.00	.00
30-000-4XX-390	Other purchased prof. & tech. serv.	.00	.00	.00	.00
30-000-4XX-450	Construction services	.00	.00	.00	.00
30-000-4XX-610	General supplies	.00	.00	.00	.00
30-000-4XX-710	Land and improvements	.00	.00	.00	.00
30-000-4XX-722	Bldgs other than lease pur agrmnts	.00	.00	.00	.00
30-000-4XX-8XX	Other objects	.00	.00	.00	.00
	Total fac. acq. and constr. serv.	.00	.00	.00	.00
	Total expenditures	.00	.00	.00	.00
30-000-520-93X	Transfer to other funds	.00	.00	.00	.00
	Total expenditures and transfers	.00	.00	.00	.00

Prepared and submitted by:

David Tye  
Board Secretary

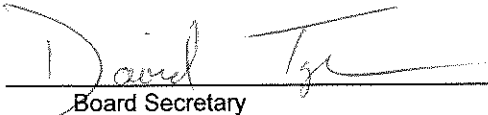
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Date

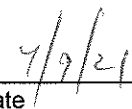


REPORT OF THE SECRETARY TO THE BOARD OF EDUCATION  
DISTRICT: BRADLEY BEACH BOARD OF ED  
FUND 40  
**INTERIM STATEMENT**  
COMPARING BUDGETED REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBERANCES TO DATE  
FOR NINE MONTH PERIOD ENDING 03/31/2021

		Budgeted Estimated	Actual To Date	Note: Over or (Under)	Unrealized Balance
<b>REVENUE</b>					
51XX	Sale of bonds	.00	.00	.00	.00
52XX	Transfer from other funds	.00	.00	.00	.00
Local Sources:					
1210	Local Tax Levy	178,300.00	178,300.00	.00	.00
40-1XXX	Miscellaneous	.00	.00	.00	.00
	Total	178,300.00	178,300.00	.00	.00
State Sources:					
3160	Debt Service Aid Type II	.00	.00	.00	.00
3251	Add. State School Bld Aid Ch. 17	.00	.00	.00	.00
3252	Add. State School Bldg Aid Ch. 1	.00	.00	.00	.00
3253	Add. State School Bldg Aid Ch. 7	.00	.00	.00	.00
	Total	.00	.00	.00	.00
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>		<b>178,300.00</b>	<b>178,300.00</b>	<b>.00</b>	<b>.00</b>
		Appropriations	Expenditures	Encumbrance	Avail Balance
<b>EXPENDITURES</b>					
40-000-515-XXX	Retirement of ERIP Liability	.00	.00	.00	.00
	Debt Service - Regular				
40-701-510-723	Princ Pmt-Comm Appr Lease Pur Agrmt	.00	.00	.00	.00
40-701-510-830	Interest	.00	.00	.00	.00
40-701-510-833	Interest Pmts-Comm Appr Ls Pur Agrm	.00	.00	.00	.00
40-701-510-834	Interest on Bonds	18,307.00	9,150.00	.00	9,157.00
40-701-510-835	Interest on Rearly Ret Bonds	.00	.00	.00	.00
40-701-510-910	Redemption of principal	160,000.00	.00	.00	160,000.00
40-701-510-920	Amnts paid into sinking fund	.00	.00	.00	.00
	Total	178,307.00	9,150.00	.00	169,157.00
	Additional State School Bldg. Aid-C.177				
40-702-510-830	Interest	.00	.00	.00	.00
40-702-510-910	Redemption of principal	.00	.00	.00	.00
	Total	.00	.00	.00	.00
	Additional State School Bldg. Aid-C.10				
40-703-510-830	Interest	.00	.00	.00	.00
40-703-510-910	Redemption of principal	.00	.00	.00	.00
	Total	.00	.00	.00	.00
	Additional State School Bldg. Aid-C.74				
40-704-510-830	Interest	.00	.00	.00	.00
40-704-510-910	Redemption of principal	.00	.00	.00	.00
	Total	.00	.00	.00	.00
	Total uses of funds before transfers	178,307.00	9,150.00	.00	169,157.00
40-000-520-930	Transfers to other funds	.00	.00	.00	.00
	Total uses of funds	178,307.00	9,150.00	.00	169,157.00

Prepared and submitted by:

  
Board Secretary

  
Date



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10

**SCHEDULE OF REVENUES**

ACTUAL COMPARED TO ESTIMATED  
03/31/21

	Estimated	Actual	Unrealized
51XX Bond Principal ERIP	.00	.00	.00
52XX Transfers from other funds	.00		.00
LOCAL SOURCES:			
1210 Local Tax Levy	6,319,790.00	6,319,790.00	.00
1211 Local Tax Levy - Capital Resrv Incrs	.00	.00	.00
121X Other Local Sources	.00		.00
12XX Other governmental units	.00		.00
131X Tuition-from individuals	15,250.00	19,062.50	-3,812.50
132X -from other LEA'S within NJ	.00	.00	.00
1330-1340 -other	.00		.00
142X Transp.-from other LEA's within NJ	.00		.00
1430-1440 -other	.00		.00
1XXX Miscellaneous	14,750.00	24,331.46	-9,581.46
TOTAL	6,349,790.00	6,363,183.96	-13,393.96
2XXX INTERMEDIATE SOURCES	.00	.00	.00
STATE SOURCES			
3110 Foundation Aid	.00	.00	.00
3111 Core Curric Std. Aid	.00		.00
3112 Addtnl Core Curr Std. Aid	.00		.00
3113 Addtnl Suppmnt Core Curr Aid	.00		.00
3114 Abbot Parity Remedy Aid	.00		.00
3115 Addtnl Abbot vs Burke Aid	.00		.00
3116 School Choice Aid	.00		.00
3117 School Choice Stabilization Aid	.00		.00
3118 Discretionary Ed OpportunityAid	.00		.00
312X Transportation Aid	85,575.00	85,575.00	.00
313X Special Education Aid	221,110.00	223,791.00	-2,681.00
314X Bilingual Aid	.00	.00	.00
315X Aid for At-Risk Pupils	.00		.00
317X Transition Aid	552,536.00	552,536.00	.00
318X NEW Aid	.00	.00	.00
3191 Public School Law Enforcement	.00		.00
3193 Teacher Quality Employment Act	.00		.00
3194 Capital Grant Entitlement Program	.00		.00
3195 Consolidated Aid	.00		.00
3196 Additional Formula Aid	.00		.00
3197 Full Day Kindgtn Spl Aid	.00		.00
3XXX Other State Aids	.00		.00
TOTAL	859,221.00	861,902.00	-2,681.00



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 10  
**SCHEDULE OF REVENUES**

ACTUAL COMPARED TO ESTIMATED  
 03/31/21

FEDERAL SOURCES:				
4100	P.L.81-874 (IMPACT)	.00	.00	.00
4200	Medical Reimbursement	.00		.00
4522	Fund 18 Jobs Fund	.00		.00
	TOTAL	.00		.00
	TOTAL REVENUES/SOURCES OF FUNDS	7,209,011.00	7,225,085.96	-16,074.96





REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Balance	
Regular programs - Instruction					
11-105-100-101	Pre/Kindgtn salaries of teachers	61,535.00	33,871.00	19,008.00	8,656.00
11-105-100-2XX	Allocated Benefits	10,884.00	3,702.40	7,181.60	.00
11-110-100-101	Kindergarten Salaries of teachers	149,860.00	99,229.50	43,955.50	6,675.00
11-110-100-2XX	Allocated Benefits	25,220.00	9,748.90	1,769.10	13,702.00
11-120-100-101	Grades 1-5 salaries of teachers	1,123,539.00	775,702.61	344,436.39	3,400.00
11-120-100-2XX	Allocated Benefits	320,964.00	251,014.06	69,949.94	.00
11-130-100-101	Grades 6-8 salaries of teachers	784,853.00	527,654.80	236,176.20	21,022.00
11-130-100-2XX	Allocated Benefits	200,842.00	163,080.46	37,761.54	.00
	Total Instruction	2,677,697.00	1,864,003.73	760,238.27	53,455.00
Home Instruction:					
11-150-100-101	Salaries of teachers	1,000.00	.00	.00	1,000.00
	Total Home Instr	1,000.00	.00	.00	1,000.00
Regular programs - undis. instr.:					
11-190-100-2XX	Allocated Benefits	13,000.00	13,000.00	.00	.00
11-190-100-5XX	Other purchased services	14,770.00	966.00	1,334.00	12,470.00
11-190-100-610	General supplies	76,325.00	46,901.21	653.77	28,770.02
11-190-100-8XX	Other objects	47,116.00	32,016.55	8,601.32	6,498.13
	Total Reg Prog-Undist	151,211.00	92,883.76	10,589.09	47,738.15
	Total Regular Progs	2,829,908.00	1,956,887.49	770,827.36	102,193.15
SPECIAL EDUCATION - PROGRAMS					
Neurologically impaired					
Multiply handicapped:					
Resource room:					
Autistic:					
Preschool handicapped-full-time:					
Home instruction:					
11-219-100-101	Salaries of teachers	1,000.00	.00	.00	1,000.00
	Total	1,000.00	.00	.00	1,000.00
	Total Special Education-Instruction	1,000.00	.00	.00	1,000.00



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
Basic skills/remedial - Instruction				
Bilingual education - Instruction				
11-240-100-101 Salaries of teachers	96,843.00	63,321.42	31,223.58	2,298.00
11-240-100-2XX Allocated Benefits	15,476.00	13,704.80	1,743.36	27.84
11-240-100-610 General supplies	430.00	348.27	.00	81.73
Total	112,749.00	77,374.49	32,966.94	2,407.57
School spons.cocurricular activities-Instruction				
11-401-100-1XX Salaries	34,940.00	10,301.54	4,698.46	19,940.00
11-401-100-6XX Supplies and materials	250.00	.00	.00	250.00
11-401-100-8XX Other objects	8,605.00	6,258.00	.00	2,347.00
Total	43,795.00	16,559.54	4,698.46	22,537.00
School sponsored athletics-Instruct.				
11-402-100-1XX Salaries	26,014.00	.00	9,300.00	16,714.00
11-402-100-5XX Purchased services	15,000.00	1,200.00	.00	13,800.00
11-402-100-6XX Supplies and materials	3,000.00	.00	.00	3,000.00
Total	44,014.00	1,200.00	9,300.00	33,514.00
Before/After School Programs - Instruction				
11-421-100-1XX Salaries	8,100.00	.00	.00	8,100.00
Total	8,100.00	.00	.00	8,100.00
Summer School - Instruction				
11-422-100-1XX Salaries	23,535.00	22,220.00	1,315.00	.00
Total	23,535.00	22,220.00	1,315.00	.00
Other Instructional programs - Instruction				
Total Distributed Expenditures	3,063,101.00	2,074,241.52	819,107.76	169,751.72



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance	
<b>UNDISTRIBUTED EXPENDITURES</b>					
<b>Instruction</b>					
11-000-100-561	Tuition LEAs w/i state - reg.	1,350,000.00	854,650.74	469,462.70	25,886.56
11-000-100-562	Tuition LEAs w/i state - spec.	301,000.00	170,469.27	123,595.53	6,935.20
11-000-100-563	Tuition to co.voc.sch. dist-reg.	62,650.00	44,520.00	18,130.00	.00
11-000-100-564	Tuition to co voc schl dist-spec and regional day schools	42,000.00	29,400.00	12,600.00	.00
11-000-100-566	Tuit-priv.sch.handi.w/i state	163,251.00	137,635.13	22,047.46	3,568.41
	<b>Total</b>	<b>1,918,901.00</b>	<b>1,236,675.14</b>	<b>645,835.69</b>	<b>36,390.17</b>
<b>Attendance and social work services</b>					
11-000-211-1XX	Salaries	44,839.00	31,033.30	11,900.70	1,905.00
11-000-211-2XX	Allocated Benefits	29,539.00	23,520.89	6,017.43	.68
11-000-211-6XX	Supplies and materials	2,150.00	2,129.15	.00	20.85
	<b>Total</b>	<b>76,528.00</b>	<b>56,683.34</b>	<b>17,918.13</b>	<b>1,926.53</b>
<b>Health services</b>					
11-000-213-1XX	Salaries	70,481.00	49,297.50	21,127.50	56.00
11-000-213-2XX	Allocated Benefits	33,497.00	28,231.96	5,264.70	.34
11-000-213-3XX	Purchased prof.& tech. services	8,650.00	2,502.00	4,148.00	2,000.00
11-000-213-6XX	Supplies and materials	1,850.00	617.40	.00	1,232.60
11-000-213-8XX	Other objects	100.00	25.00	.00	75.00
	<b>Total</b>	<b>114,578.00</b>	<b>80,673.86</b>	<b>30,540.20</b>	<b>3,363.94</b>
<b>Undist. Expend. Other Supp. Serv.</b>					
<b>Students - Related Services:</b>					
11-000-216-100	Salaries	58,873.00	40,502.00	17,358.00	1,013.00
11-000-216-2XX	Allocated Benefits	34,862.00	29,512.98	5,348.10	.92
11-000-216-320	Purchased prof.- ed. services	33,385.00	21,802.50	11,197.50	385.00
11-000-216-6XX	Supplies and materials	500.00	199.95	.00	300.05
	<b>Total</b>	<b>127,620.00</b>	<b>92,017.43</b>	<b>33,903.60</b>	<b>1,698.97</b>
<b>Undist. Expend. Other Supp. Serv.</b>					
<b>Students - Extraordinary Services:</b>					
11-000-217-100	Salaries	97,302.00	60,447.19	29,113.81	7,741.00
11-000-217-2XX	Allocated Benefits	60,272.00	49,983.05	10,288.46	.49
	<b>Total</b>	<b>157,574.00</b>	<b>110,430.24</b>	<b>39,402.27</b>	<b>7,741.49</b>
<b>Other supp.serv.- students - regular</b>					
11-000-218-104	Salaries of other prof. staff	44,624.00	30,735.60	13,172.40	716.00
11-000-218-2XX	Allocated Benefits	12,760.00	9,929.31	2,829.93	.76
11-000-218-6XX	Supplies and materials	300.00	281.85	.00	18.15
	<b>Total</b>	<b>57,684.00</b>	<b>40,946.76</b>	<b>16,002.33</b>	<b>734.91</b>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
Other supp. serv.- students - special services				
11-000-219-104 Salaries of other prof. staff	146,837.00	104,298.72	40,665.28	1,873.00
11-000-219-2XX Allocated Benefits	38,133.00	33,527.43	4,604.75	.82
11-000-219-320 Purchased prof.- ed. services	500.00	.00	.00	500.00
11-000-219-6XX Supplies and materials	9,060.00	8,197.10	701.00	161.90
11-000-219-8XX Other objects	1,650.00	1,578.80	56.70	14.50
Total	196,180.00	147,602.05	46,027.73	2,550.22
Improvement of Instruction services				
other support serv.-Instr.staff				
11-000-221-102 Salaries of supervisors of instr	97,867.00	72,150.28	25,716.72	.00
11-000-221-104 Salaries of oth profess. staff	3,200.00	.00	1,000.00	2,200.00
11-000-221-105 Salaries of secr & cler. assts.	18,450.00	13,837.50	4,612.50	.00
11-000-221-2XX Allocated Benefits	1,657.00	1,657.00	.00	.00
11-000-221-6XX Supplies and materials	1,000.00	1,000.00	.00	.00
11-000-221-8XX Other objects	800.00	200.00	.00	600.00
Total	122,974.00	88,844.78	31,329.22	2,800.00
Educational media serv/sch. library				
Instructional Staff Training Services:				
11-000-223-320 Purchased prof.- ed. services	1,000.00	.00	300.00	700.00
11-000-223-5XX Other purchased services	5,000.00	3,184.38	50.00	1,765.62
Total	6,000.00	3,184.38	350.00	2,465.62
Support services - general administration				
11-000-230-1XX Salaries	175,493.00	131,563.31	43,854.53	75.16
11-000-230-331 Legal services	5,000.00	3,185.00	.00	1,815.00
11-000-230-332 Audit Fees	23,000.00	22,832.00	.00	168.00
11-000-230-334 Architectural/Engineering Svcs.	30,040.00	13,885.84	.00	16,154.16
11-000-230-339 Other purchased prof. services	14,204.00	10,913.50	665.00	2,625.50
11-000-230-530 Communications/telephone	17,475.00	12,413.65	4,871.64	189.71
11-000-230-585 BOE Other Purch Svcs(ex Tvl)	3,600.00	900.00	.00	2,700.00
11-000-230-590 Other purchased services	6,300.00	2,623.01	2,005.25	1,671.74
11-000-230-6XX Supplies and materials	5,845.00	4,760.57	931.40	153.03
11-000-230-890 Miscellaneous expenditures	7,000.00	4,642.57	56.67	2,300.76
11-000-230-895 BOE Memberships,Dues,&Fees	2,000.00	.00	.00	2,000.00
Total	289,957.00	207,719.45	52,384.49	29,853.06



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Support services- school admin				
11-000-240-103 Salaries of principals/asst.prin	8,113.00	6,084.72	2,028.28	.00
11-000-240-6XX Supplies and materials	200.00	29.90	.00	170.10
11-000-240-8XX Other objects	1,200.00	375.00	.00	825.00
Total	9,513.00	6,489.62	2,028.28	995.10
Support Services-Central Services				
11-000-251-1XX Salaries	163,843.00	121,589.80	42,253.20	.00
11-000-251-330 Purchased prof services	300.00	.00	.00	300.00
11-000-251-340 Purchased tech services	27,567.00	26,148.00	1,413.00	6.00
11-000-251-600 Supplies And Materials	3,250.00	2,764.33	.00	485.67
11-000-251-890 Misc Expenditures	4,750.00	4,521.20	56.68	172.12
Total	199,710.00	155,023.33	43,722.88	963.79
Support Services-Admin Info Tech				
11-000-252-1XX Salaries	19,240.00	13,575.05	5,664.90	.05
11-000-252-330 Purchased prof services	7,000.00	6,934.84	.00	65.16
11-000-252-600 Supplies And Materials	7,500.00	3,413.33	3,657.98	428.69
Total	33,740.00	23,923.22	9,322.88	493.90
Required Maintenance for School Facilities				
11-000-261-100 Salaries	16,319.00	11,575.79	4,742.34	.87
11-000-261-420 Cleaning, repair & Maint Serv	120,961.00	106,201.02	4,526.78	10,233.20
11-000-261-610 General Supplies	26,000.00	23,755.05	1,066.86	1,178.09
11-000-261-800 Other Objects	19,245.00	18,846.35	.00	398.65
Total	182,525.00	160,378.21	10,335.98	11,810.81
Other Oper. & Maint. of Plant Services				
11-000-262-1XX Salaries	214,208.00	139,787.58	66,285.42	8,135.00
11-000-262-2XX Allocated Benifits	110,642.00	83,406.61	19,189.17	8,046.22
11-000-262-300 Purchased Prof & Tech Services	5,400.00	1,000.00	2,425.00	1,975.00
11-000-262-490 Other Purchased Property Srvc	4,500.00	2,542.04	1,457.96	500.00
11-000-262-520 Insurance	54,019.00	53,973.28	.00	45.72
11-000-262-610 General Supplies	7,000.00	4,057.11	535.23	2,407.66
11-000-262-621 Energy - Natural Gas	40,040.00	33,441.44	6,558.56	40.00
11-000-262-622 Energy - Electricity	46,800.00	26,037.17	9,962.83	10,800.00
Total	482,609.00	344,245.23	106,414.17	31,949.60



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

		Appropriations	Expenditures	Encumbrances	Available Balance
		-----	-----	-----	-----
Care and Upkeep of Grounds					
Security					
11-000-266-420	Cleaning, repair & Maint Serv	9,000.00	3,383.52	3,480.00	2,136.48
11-000-266-610	General Supplies	2,000.00	258.00	.00	1,742.00
	Total	11,000.00	3,641.52	3,480.00	3,878.48
Student transportation serv					
11-000-270-160	Salaries (btw. home & school reg	32,910.00	24,682.50	8,227.50	.00
11-000-270-503	Contrac. serv. (aid in lieu non	4,000.00	2,000.00	2,000.00	.00
11-000-270-512	Con. Serv. (oth than home & sch)	100.00	.00	.00	100.00
11-000-270-513	Contr Serv Btwn Hm/School	42,875.00	30,246.00	11,161.50	1,467.50
11-000-270-515	Contr Servs (Specd Ed Joint)	15,000.00	.00	15,000.00	.00
11-000-270-517	Contr Serv/Reg Stu. ESC's	27,750.00	9,545.61	14,912.46	3,291.93
11-000-270-518	Contr Serv/Spl Ed Stu. ESC's	57,950.00	4,767.74	4,922.96	48,259.30
	Total	180,585.00	71,241.85	56,224.42	53,118.73



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Business & other supp. serv.				
Unallocated Benefits:				
11-000-291-220      Soc. security contrib.	43,592.00	34,592.00	.00	9,000.00
11-000-291-241      Other retirement contrib - reg	86,585.00	84,756.80	1,828.20	.00
11-000-291-260      Workmen's Compensation	6,300.00	6,300.00	.00	.00
11-000-291-270      Health Benefits	51,793.00	44,337.64	7,455.36	.00
11-000-291-280      Tuition Reimbursement	9,000.00	.00	.00	9,000.00
11-000-291-290      Other Employee Benefits	24,000.00	24,000.00	.00	.00
TotalL	221,270.00	193,986.44	9,283.56	18,000.00
Food services				
11-000-310-930      Transfers to cover deficit	27,000.00	27,000.00	.00	.00
TotalL	27,000.00	27,000.00	.00	.00
11-000-500-56X      Transfr of Fnds to Chrtr Schls	57,000.00	10,668.52	2,140.48	44,191.00
Total undistributed expenditures	4,472,948.00	3,061,375.37	1,156,646.31	254,926.32
Total general current expense expenditures	7,536,049.00	5,135,616.89	1,975,754.07	424,678.04
Total general current expense expenditures and transfers	7,536,049.00	5,135,616.89	1,975,754.07	424,678.04



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 BRADLEY BEACH BOARD OF ED  
 FUND 10  
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COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
 03/31/21

	Appropriations -----	Expenditures -----	Encumbrances -----	Available Balance -----
CAPITAL OUTLAY				
EQUIPMENT:				
Reg. programs - instruction:				
12-120-100-730    Grades 1-5	3,450.00	.00	3,450.00	.00
Special education - instruction:				





REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
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03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
Undistributed expenditures:				
12-000-26X-730 Required Maintenance for Schl Facil	66,550.00	63,000.00	.00	3,550.00
Undistr expend.-student transp.:				
12-XXX-X00-730 Special schools (all programs)				
Total Equipment 73X	70,000.00	63,000.00	3,450.00	3,550.00
FACILITIES ACQ. AND CONSTR. SERV.				
12-000-4XX-450 Construction services	29,000.00	29,000.00	.00	.00
12-000-4XX-8XX Other objects	21,662.00	17,329.60	4,332.40	.00
Total	50,662.00	46,329.60	4,332.40	.00
Total capital outlay expenditures	120,662.00	109,329.60	7,782.40	3,550.00



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
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 FUND 10  
 STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
 03/31/21

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
SPECIAL SCHOOLS				
Summer School - Instruction				
Summer School - support services				
Other special schools - instruction				
Other special schools - supp services				
Acc Evn Adlt HS Post Grad Instruction				
Acc Evn Adlt HS Post Grd-support services				
Adult Education - local - instruction				
Adult Education - local - support services				
Vocational Evening-local Instruction				
Vocational Evening-local-Support Serv.				
Eve. Sch-Foreign Born Local Instr.				
Eve. Sch.-Foreign Born Local Supp. Serv.				
TOT FNDS 11-13      EXPENDITURES	7,656,711.00	5,244,946.49	1,983,536.47	428,228.04



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 10  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Fund 16				
Distributed Expenditures				
Special Ed Programs				
School Sponsd Activities				
Community Services				
Undistributed Expenditures				
Fund 17				
Distributed Expenditures				
Special Ed Programs				
School Sponsd Activities				
Community Services				
Undistributed Expenditures				
Fund 18				
Undistributed Expenditures				
Distributed Expenditures				
TOTAL FUNDS 11-18	7,656,711.00	5,244,946.49	1,983,536.47	428,228.04

I hereby certify that no line item has encumbrances or expenditures which in total exceed the line item appropriation in violation of 6:20-2A.10(a).

4/9/21 \_\_\_\_\_  
Date                      Board Secretary



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 20  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
	-----	-----	-----	-----
Early Childhood Program Aid-Instruct.				
Early Childhood Program Aid-Supp Serv				
Early Childhood Program Aid-Fac Acq				
Demonstrably Effective Prog Aid-Instr.				
Demonstrably Effec Prg Aid-Supp Serv				
Demonstrably Effec Prgm Aid-Fac Acq				
Distance Learn Network Aid-Supp Serv				
Distance Learn Network Aid-Fac Acq				
Instructional Supplemental Aid-Instr.				
Instructional Supplem Aid-Supp Serv.				
Targeted At Risk Aid Instruction				
Targeted At Risk Aid Supp Serv.				
Facility Acq Equipment				
Preschool Education				
20-218-100-101 Salaries of teachers	154,882.00	110,286.70	44,595.30	.00
20-218-100-106 Other salaries for instruction	50,396.00	35,277.20	15,118.80	.00
Total	205,278.00	145,563.90	59,714.10	.00
Preschool Education Aid-Supp Serv.				
20-218-200-102 Salaries of supv of instr	32,842.00	24,631.44	8,210.56	.00
20-218-200-104 Salaries of othr prof staff	13,709.00	9,596.30	4,112.70	.00
20-218-200-200 Persl serv-empl benf.	78,446.00	67,502.08	10,943.92	.00
20-218-200-330 Purchsd Prof Svcs	4,000.00	.00	.00	4,000.00
Total	128,997.00	101,729.82	23,267.18	4,000.00
Facility Acq Equipment				
Total Preschool Aid	334,275.00	247,293.72	82,981.28	4,000.00
 TOTAL FUND 20	 334,275.00	 247,293.72	 82,981.28	 4,000.00

I hereby certify that no line item has encumbrances or expenditures which in total exceed the line item appropriation in violation of 6:20-2A.10(a).



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
BRADLEY BEACH BOARD OF ED  
FUND 20  
STATEMENT OF APPROPRIATIONS

COMPARED WITH EXPENDITURES AND ENCUMBERANCES  
03/31/21

	Appropriations	Expenditures	Encumbrances	Available Balance
<u>4/9/21</u> Date	<u>David [Signature]</u> Board Secretary	_____	_____	_____



REPORT OF THE TREASURER TO THE BRADLEY BEACH BOARD OF EDUCATION  
FOR THE MONTH ENDING 3/31/21

PAGE 1 OF 6

ENDING

CASH

FUNDS	CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	CASH BALANCE(1+2-3)
GENERAL FUND--FUND 10	\$1,525,365.74	\$1,278,090.53	\$745,638.69	\$2,057,817.58
SPECIAL REVENUE FUND--FUND 20	(\$9,945.01)	\$57,718.00	\$55,149.64	(\$7,376.65)
CAPITAL PROJECTS FUND--FUND 30	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE FUND--FUND 40	\$105,763.57	\$31,698.00	\$0.00	\$137,461.57
TOTAL GOVERNMENTAL FUNDS	\$1,621,184.30	\$1,367,506.53	\$800,788.33	\$2,187,902.50
ENTERPRISE FUND--FUND 5X	\$30,792.39	\$10,367.82	\$23,386.33	\$17,773.88
PAYROLL	\$0.00	\$200,762.28	\$200,762.28	\$0.00
PAYROLL AGENCY	\$137,759.75	\$264,320.15	\$240,019.14	\$162,060.76
UNEMPLOYMENT TRUST	\$24,998.65	\$0.00	\$0.00	\$24,998.65
TOTAL TRUST & AGENCY FUNDS	\$162,758.40	\$465,082.43	\$440,781.42	\$187,059.41
TOTAL ALL FUNDS	\$1,814,735.09	\$1,842,956.78	\$1,264,956.08	\$2,392,735.79

PREPARED &amp; SUBMITTED BY



4/12/2021

TREASURER OF SCHOOL MONEYS

DATE

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CASH ACCOUNT

BANK: BANK OF AMERICA

ACCOUNT #726-0100062

STATEMENT DATE: 3/31/21

BALANCE PER BANK \$2,215,981.42

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
REIMBURSEMENT DUE FOR		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT			\$0.00

	AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS	\$28,078.90	
OTHER	\$0.00	
OTHER	\$0.02	
TOTAL DEDUCTIONS	\$28,078.92	

NET RECONCILING ITEMS (\$28,078.92)  
 ADJUSTED BALANCE PER BANK \$2,187,902.50

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_ \$0.00

BANK OF AMERICA CERTIFICATES OF DEPOSIT:

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL/AGENCY

BANK: BANK OF AMERICA

ACCOUNT #726-0102200

STATEMENT DATE: 3/31/21

BALANCE PER BANK \$167,693.36

ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT			\$0.00

	AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS	\$5,632.60	
OTHER	\$0.00	
TOTAL DEDUCTIONS	\$5,632.60	

NET RECONCILING ITEMS (\$5,632.60)  
 ADJUSTED BALANCE PER BANK \$162,060.76

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--PAYROLL ACCOUNT  
 BANK: BANK OF AMERICA  
 ACCOUNT #726-0100089

STATEMENT DATE: 3/31/21

BALANCE PER BANK			\$0.00
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	
NET RECONCILING ITEMS		\$0.00	
ADJUSTED BALANCE PER BANK			\$0.00

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_  
 RECONCILING ITEMS:  
 ADDITIONS  
 INTEREST EARNED \_\_\_\_\_  
 OTHER (EXPLAIN) \_\_\_\_\_  
 TOTAL ADDITIONS \_\_\_\_\_  
 DEDUCTIONS  
 BANK CHARGES \_\_\_\_\_  
 OTHER (EXPLAIN) \_\_\_\_\_  
 TOTAL DEDUCTIONS \_\_\_\_\_  
 NET RECONCILING ITEMS \_\_\_\_\_  
 ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_

BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--UNEMPLOYMENT INSURANCE  
 BANK: BANK OF AMERICA  
 ACCOUNT #726-0101875

STATEMENT DATE: 3/31/21

BALANCE PER BANK			\$24,998.65
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	
NET RECONCILING ITEMS		\$0.00	
ADJUSTED BALANCE PER BANK			\$24,998.65

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_  
 RECONCILING ITEMS:  
 ADDITIONS  
 INTEREST EARNED \_\_\_\_\_  
 OTHER (EXPLAIN) \_\_\_\_\_  
 TOTAL ADDITIONS \_\_\_\_\_  
 DEDUCTIONS  
 BANK CHARGES \_\_\_\_\_  
 OTHER (EXPLAIN) \_\_\_\_\_  
 TOTAL DEDUCTIONS \_\_\_\_\_  
 NET RECONCILING ITEMS \_\_\_\_\_  
 ADJUSTED BOARD SECRETARY'S BALANCE AS OF \_\_\_\_\_



BRADLEY BEACH BOARD OF EDUCATION BANK RECONCILIATION--CAFETERIA ACCT.  
 BANK: BANK OF AMERICA  
 ACCOUNT #726-0101344

STATEMENT DATE: 3/31/21

BALANCE PER BANK			\$17,773.88
ADDITIONS: DEPOSITS IN TRANSIT	DATE	AMOUNT	
		\$0.00	
		\$0.00	
		\$0.00	
TOTAL DEPOSITS IN TRANSIT		\$0.00	
		AMOUNT	
DEDUCTIONS: OUTSTANDING CHECKS		\$0.00	
		\$0.00	
OTHER		\$0.00	
TOTAL DEDUCTIONS		\$0.00	
NET RECONCILING ITEMS		\$0.00	
ADJUSTED BALANCE PER BANK			\$17,773.88

BALANCE PER BOARD SECRETARY'S RECORDS AS OF \_\_\_\_\_

RECONCILING ITEMS:

ADDITIONS

INTEREST EARNED \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL ADDITIONS \_\_\_\_\_

DEDUCTIONS

BANK CHARGES \_\_\_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

TOTAL DEDUCTIONS \_\_\_\_\_

NET RECONCILING ITEMS \_\_\_\_\_

OUTSTANDING CHECKS AS OF 3/31/21  
SALARY CASH ACCOUNT #726-0100089

CHECK #	AMOUNT	CHECK #	AMOUNT
---------	--------	---------	--------

GRAND TOTAL, SALARY ACCOUNT

\$0.00

OUTSTANDING CHECKS AS OF 3/31/21  
CASH ACCOUNT #726-0100062

PAGE 6 OF 6

CHECK #	AMOUNT	CHECK #	AMOUNT
19748	\$2,932.50		
19750	\$500.00		
19761	\$2,395.00		
19780	\$17,592.94		
19781	\$1,125.00		
19787	\$6.72		
19791	\$585.00		
19792	\$2,805.00		
19796	\$136.74		

OUTSTANDING CHECKS AS OF 3/31/21  
PAYROLL/AGENCY ACCOUNT # 0072-6010-2200

CHECK #	AMOUNT	CHECK #	AMOUNT
7361	\$201.10		
7362	\$5,431.50		

EFF. DATE	GAAP ACCOUNT	AMOUNT	DESCRIPTION	NOTES
3/30/21	FROM 11-000-213-100.00- -	-1,300.00	Salaries Health Services	Budget Transfer - FROM
3/30/21	FROM 11-000-213-600.00- -	-650.00	Supplies Health	Budget Transfer - FROM
3/30/21	FROM 11-000-219-104.00- -	-750.00	Salaries CST	Budget Transfer - FROM
3/30/21	FROM 11-000-230-334.00- -	-5,000.00	Architectural/Engineering Svcs	Budget Transfer - FROM
3/30/21	FROM 11-000-262-100.00- -	-3,000.00	Custodian Salaries	Budget Transfer - FROM
3/30/21	FROM 11-000-291-250.00- -	-2,000.00	Unemployment Compensation	Budget Transfer - FROM
3/30/21	FROM 11-000-100-561.00- -	-7,000.00	Tuition-other LEAs w/ state-reg.	Budget Transfer - FROM
3/30/21	TO 11-000-213-300.00- -	1,950.00	Purchased prof. and tech. services	Budget Transfer - TO
3/30/21	TO 11-000-219-600.00- -	750.00	Supplies CST	Budget Transfer - TO
3/30/21	TO 11-000-230-339.00- -	3,000.00	Other purchased prof. services	Budget Transfer - TO
3/30/21	TO 11-000-230-890.00- -	2,000.00	Miscellaneous expenditures	Budget Transfer - TO
3/30/21	TO 11-000-252-600.00- -	3,000.00	Supplies and materials	Budget Transfer - TO
3/30/21	TO 11-000-291-220.00- -	9,000.00	Social Security Cont	Budget Transfer - TO
	TOTAL	0.00		

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**CURRENT PAYMENT REGISTER BY CHECK**

DATE RANGE: 03/17/21 thru 04/20/21

BRADLEY BEACH BOARD OF ED  
2020 - 2021

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19799 dated 04/20/21 A.A. PHYSICAL THERAPY SERVICES 2006 CHECK TOTAL		540.00 540.00	20-250-200-320.00 - -	Prof Ed Service	21-000267	P	OV
CHECK 19800 dated 04/20/21 ACADEMY CHARTER HIGH SCHOOL 2124 CHECK TOTAL		713.23 713.23	11-000-500-561.00 - -	To Charter Sch	21-000109	P	OV
CHECK 19801 dated 04/20/21 ACTION PLUMBING INC A-ACT CHECK TOTAL		2,250.00 745.00 2,995.00	11-000-261-420.00 - - 11-000-261-420.00 - -	Maintenance Maintenance	21-000465 21-000487	F F	OV OV
CHECK 19802 dated 04/20/21 ALLIANCE COMMERCIAL PEST 90060 CHECK TOTAL		70.00 10.00 80.00	11-000-261-420.00 - - 11-000-261-420.00 - -	Maintenance Maintenance	21-000039 21-000039	P P	OV OV
CHECK 19803 dated 04/20/21 AMERIFLEX AMERFL CHECK TOTAL		50.00 50.00	11-000-251-340.00 - -	Purch tech serv	21-000096	P	OV
CHECK 19804 dated 04/20/21 ASBURY PARK PRESS 1003 CHECK TOTAL		805.25 21.60 826.85	11-000-230-590.00 - - 11-000-230-590.00 - -	Ot purch serv Ot purch serv	21-000375 21-000469	F F	OV OV
CHECK 19805 dated 04/20/21 AUTOMATED LOGIC AUTO CHECK TOTAL		1,825.00 1,825.00	11-000-262-300.00 - -	Pur Prof & Tech	21-000357	F	OV
CHECK 19806 dated 04/20/21 B & B TROPHY 2122 CHECK TOTAL		59.20 59.20	11-000-230-610.00 - -	General Suppl	21-000351	F	OV
CHECK 19807 dated 04/20/21 BRADLEY BEACH SCHOOL 1886 CHECK TOTAL		2,166.20 2,166.20	12-000-400-896.00 - -	Assmt Debt Svc	21-000157	P	OV

BRADLEY BEACH BOARD OF ED  
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CURRENT PAYMENT REGISTER BY CHECK

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DATE RANGE: 03/17/21 thru 04/20/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19808 dated 04/20/21 Bureau of Education & Research	619	279.00	20-270-200-580.00- -	Travel	21-000481	F	OV
CHECK TOTAL		279.00	20-270-200-580.00- -	Travel	21-000483	F	OV
CHECK 19809 dated 04/20/21 CENTRAL BOILER	1017	558.00	11-000-261-420.00- -	Maintenance	21-000433	F	OV
CHECK TOTAL		2,460.00	11-000-261-420.00- -	Sec. Maint.	21-000477	F	OV
CHECK 19810 dated 04/20/21 Critical Response Group	CRIT	485.00	11-000-266-420.00- -	Maintenance	21-000094	P	OV
CHECK TOTAL		485.00	11-000-261-420.00- -	Pur Prof & Tech	21-000497	F	OV
CHECK 19811 dated 04/20/21 DELISA DEMOLITION AND DISPOSA	DELISA	460.41	11-000-251-340.00- -	Purch tech serv	21-000199	F	OV
CHECK TOTAL		460.41	11-000-251-340.00- -	Purch tech serv	21-000305	F	OV
CHECK 19812 dated 04/20/21 ENVIRONMENTAL CONNECTION	4246	18,500.00	11-000-262-300.00- -	Gen supplies	21-000486	F	OV
CHECK TOTAL		600.00	11-000-261-610.00- -	Travel	21-000482	F	OV
CHECK 19813 dated 04/20/21 GENESIS EDUCATIONAL SVCS, INC	GENESI	600.00	20-270-200-580.00- -				
CHECK TOTAL		600.00					
CHECK 19814 dated 04/20/21 GRAINGER	GRAING	9,000.00					
CHECK TOTAL		9,500.00					
CHECK 19815 dated 04/20/21 HEINEMANN WORKSHOPS	90050	1,066.86					
CHECK TOTAL		1,066.86					

BRADLEY BEACH BOARD OF ED  
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CURRENT PAYMENT REGISTER BY CHECK

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DATE RANGE: 03/17/21 thru 04/20/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19816 dated 04/20/21							
HORIZON BLUE CROSS BLUE SHIE	HORIZO	2,211.93	11-000-211-270.00 -	Health Benefits	21-000049	P	OV
		3,175.91	11-000-213-270.00 -	Health Benefits	21-000049	P	OV
		3,078.35	11-000-216-270.00 -	Health Benefits	21-000049	P	OV
		5,581.59	11-000-217-270.00 -	Health Benefits	21-000049	P	OV
		1,123.22	11-000-218-270.00 -	Health Benefits	21-000049	P	OV
		4,264.62	11-000-219-270.00 -	Health Benefits	21-000049	P	OV
		4,458.37	11-000-262-270.00 -	Health Benefits	21-000049	P	OV
		5,555.11	11-000-291-270.00 -	Health Benefits	21-000049	P	OV
		1,088.71	11-105-100-270.00 -	Health Bene	21-000049	P	OV
		1,088.71	11-110-100-270.00 -	Health Benefits	21-000049	P	OV
		29,728.59	11-120-100-270.00 -	Health Benefits	21-000049	P	OV
		19,365.08	11-130-100-270.00 -	Health Benefits	21-000049	P	OV
		6,351.82	20-218-200-200.00-EX-	Employee benef.	21-000049	P	OV
		87,072.01					
CHECK TOTAL							
CHECK 19817 dated 04/20/21							
HORIZON BLUE CROSS/BLUE SHIE	DENTAL	105.94	11-000-211-270.00 -	Health Benefits	21-000050	P	OV
		148.33	11-000-213-270.00 -	Health Benefits	21-000050	P	OV
		148.33	11-000-216-270.00 -	Health Benefits	21-000050	P	OV
		264.85	11-000-217-270.00 -	Health Benefits	21-000050	P	OV
		52.97	11-000-218-270.00 -	Health Benefits	21-000050	P	OV
		201.30	11-000-219-270.00 -	Health Benefits	21-000050	P	OV
		247.19	11-000-262-270.00 -	Health Benefits	21-000050	P	OV
		296.66	11-000-291-270.00 -	Health Benefits	21-000050	P	OV
		52.97	11-110-100-270.00 -	Health Benefits	21-000050	P	OV
		1,871.70	11-120-100-270.00 -	Health Benefits	21-000050	P	OV
		1,027.71	11-130-100-270.00 -	Health Benefits	21-000050	P	OV
		105.94	11-240-100-270.00 -	Health Benefits	21-000050	P	OV
		296.66	20-218-200-200.00-EX-	Employee benef.	21-000050	P	OV
		4,820.55					
CHECK TOTAL							
CHECK 19818 dated 04/20/21							
Jersey Central Power & Light	3021	63.09	11-000-262-622.00 -	Energy Elec	21-000085	P	OV
CHECK TOTAL		63.09					



BAP150

INCLUDES

No Payroll

BRADLEY BEACH BOARD OF ED  
2020 - 2021

CURRENT PAYMENT REGISTER BY CHECK

RUN: 04/14/21  
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DATE RANGE: 03/17/21 thru 04/20/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19819 dated 04/20/21 KENNEY, GROSS, KOVATS & PART CHECK TOTAL	000002	390.00 390.00	11-000-230-331.00- -	Legal Services	21-000494	F	OV
CHECK 19820 dated 04/20/21 M-OESC 1085 CHECK TOTAL		1,296.52 2,394.06 804.96 121.20 1,335.04 5,951.78	11-000-270-517.00- - 11-000-270-517.00- - 11-000-270-518.00- - 11-000-270-518.00- - 11-000-213-300.00- -	Con Srv Reg ESC Con Srv Reg ESC Con Sv SE ESC's Con Sv SE ESC's Purch Prof Tech	21-000317 21-000317 21-000317 21-000317 21-000493	P P P P P	OV OV OV OV OV
CHECK 19821 dated 04/20/21 MASCHIO FOOD SERVICE CHECK TOTAL	MASCHI	98.34 98.34	11-190-100-800.00- -	Other objects	21-000458	F	OV
CHECK 19822 dated 04/20/21 Merrill Hawke CHECK TOTAL	MER	421.00 421.00	11-000-251-340.00- -	Purch tech serv	21-000242	P	OV
CHECK 19823 dated 04/20/21 MONARCH ELECTRIC COMPANY CHECK TOTAL	MONARC	896.80 896.80	11-000-261-610.00- -	Gen supplies	21-000450	F	OV
CHECK 19824 dated 04/20/21 MONMOUTH COUNTY VOCATIONAL CHECK TOTAL	1296	6,360.00 4,200.00 10,560.00	11-000-100-563.00- - 11-000-100-564.00- -	Tuition Voc Reg Tuition Voc Spc	21-000269 21-000269	P P	OV OV
CHECK 19825 dated 04/20/21 MRA INTERNATIONAL, INC. CHECK TOTAL	MRA	1,674.00 2,511.00 837.00 634.02 9,270.98 1,823.00 16,750.00	11-000-211-600.00- - 11-000-230-610.00- - 11-000-251-600.00- - 11-190-100-610.07-TE- 20-477-100-610.00- - 11-000-252-600.00- -	Supplies Attend General Suppl Supplies Tech Supplies Gen supplies Supplies	21-000380 21-000380 21-000380 21-000447 21-000447 21-000462	F F F F F F	OV OV OV OV OV OV





BRADLEY BEACH BOARD OF ED  
2020 - 2021

**CURRENT PAYMENT REGISTER BY CHECK**  
DATE RANGE: 03/17/21 thru 04/20/21

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VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19826 dated 04/20/21 MUNICIPAL CAPITAL FINANCE	MCF	1,406.23	11-190-100-800.00-CP-	Copier/Telep	21-000093	P	OV
CHECK TOTAL		1,406.23					
CHECK 19827 dated 04/20/21 NEPTUNE TWP. BOARD OF ED	1261	102,539.06	11-000-100-561.00- -	Tuition LEA Reg	21-000280	P	OV
CHECK TOTAL		37,632.90	11-000-100-562.00- -	Tuition LEA Spc	21-000280	P	OV
CHECK TOTAL		140,171.96					
CHECK 19828 dated 04/20/21 NEW JERSEY AMERICAN WATER	1206	418.73	11-000-262-490.01- -	Water	21-000087	P	OV
CHECK TOTAL		418.73					
CHECK 19829 dated 04/20/21 NEW JERSEY NATURAL GAS	NJNG	4,319.18	11-000-262-621.00- -	Energy Nat Gas	21-000086	P	OV
CHECK TOTAL		4,319.18					
CHECK 19830 dated 04/20/21 NEW ROAD SCHOOLS OF NEW JE	HROAD	5,855.23	11-000-100-566.00- -	Tuit-priv hc wi	21-000194	P	OV
CHECK TOTAL		5,855.23					
CHECK 19831 dated 04/20/21 NJASBO	63	25.00	20-270-200-580.00- -	Travel	21-000476	P	OV
CHECK TOTAL		25.00					
CHECK 19832 dated 04/20/21 NJASCD	NJASCD	50.00	11-000-223-580.00- -	Travel	21-000444	F	OV
CHECK TOTAL		50.00					
CHECK 19833 dated 04/20/21 Pearson	PE	155.00	11-000-219-600.00- -	Suppl. CST	21-000456	F	OV
CHECK TOTAL		155.00					
CHECK 19834 dated 04/20/21 Pitney Bowes Global Financial	P	323.91	11-000-230-530.00- -	Telephone	21-000092	F	OV
CHECK TOTAL		323.91					
CHECK 19835 dated 04/20/21 PRO-ED	1406	431.20	11-000-219-600.00- -	Suppl. CST	21-000468	F	OV
CHECK TOTAL		431.20					

BRADLEY BEACH BOARD OF ED  
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CURRENT PAYMENT REGISTER BY CHECK

RUN: 04/14/21  
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DATE RANGE: 03/17/21 thru 04/20/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19836 dated 04/20/21	PURCHA	500.00	11-000-230-530.00- -	Telephone	21-000496	F	OV
Purchase Power	CHECK TOTAL	500.00					
CHECK 19837 dated 04/20/21		45,675.00	11-000-100-561.00- -	Tuition LEA Reg	21-000270	P	OV
RED BANK REGIONAL HIGH SCHOO	1196	3,780.75	11-000-270-513.00- -	Cont serv joint	21-000318	P	OV
	CHECK TOTAL	49,455.75					
CHECK 19838 dated 04/20/21	1114	6,712.96	11-000-100-566.00- -	Tuit-priv hc wi	21-000195	P	OV
RUGBY SCHOOL	CHECK TOTAL	6,712.96					
CHECK 19839 dated 04/20/21	1098	100.00	11-000-262-610.00- -	Supplies	21-000451	F	OV
SCOLES SYSTEM		235.53	11-000-262-610.00- -	Supplies	21-000478	F	OV
	CHECK TOTAL	184.23	11-000-262-610.00- -	Supplies	21-000484	F	OV
		519.76					
CHECK 19840 dated 04/20/21	STAPLE	542.36	11-190-100-610.07-TE-	Tech.Supplies	21-000463	F	OV
STAPLESLINK		34.97	11-000-230-610.00- -	General Suppl	21-000479	F	OV
	CHECK TOTAL	577.33					
CHECK 19841 dated 04/20/21	SYN	3,846.25	11-000-216-320.00- -	Pur Pr-Ed Serv	21-000268	P	OV
Synergy Rehab LLC.		3,846.25					
	CHECK TOTAL	453.78	11-190-100-610.00- -	Supplies	21-000430	F	OV
CHECK 19842 dated 04/20/21	TEDIRE	453.78					
TEACHER DIRECT		62.38	11-000-219-800.00- -	Other objects	21-000112	P	OV
	CHECK TOTAL	62.38	11-000-230-890.00- -	Misc expend	21-000112	P	OV
CHECK 19843 dated 04/20/21	TW	62.39	11-000-251-890.00- -	Misc expend	21-000112	P	OV
Twin Rocks Water		187.15					
	CHECK TOTAL	187.15					



BRADLEY BEACH BOARD OF ED  
2020 - 2021

**CURRENT PAYMENT REGISTER BY CHECK**

RUN: 04/14/21  
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DATE RANGE: 03/17/21 thru 04/20/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 19844 dated 04/20/21	UGI	2,529.24	11-000-262-621.00- -	Energy Nat Gas	21-000114	P	OV
UGI ENERGY SERVICES, LLC		2,529.24	11-000-262-621.00- -	Energy Nat Gas	21-000114	P	OV
CHECK TOTAL		5,058.48					
CHECK 19845 dated 04/20/21	VER	456.24	11-000-230-530.01- -	Internet Access	21-000190	P	OV
VERIZON		190.03	11-000-230-530.01- -	Internet Access	21-000275	P	OV
CHECK TOTAL		646.27					
CHECK 19846 dated 04/20/21	530	1,943.21	11-190-100-800.00-CP-	Copier/Telep	21-000084	P	OV
XTel Communications, Inc.		1,943.21					
CHECK TOTAL							
CHECK 19847 dated 04/20/21	ZWE	1,320.00	20-251-200-320.00-CO-	CO -Pur pro svc	21-000266	P	OV
Zweig Behavioral Consulting		1,320.00					
CHECK TOTAL							
CHECK 32521 dated 03/25/21	Manual BOAMER	402.11	11-000-251-890.00- -	Misc expend	21-000474	F	MV
BANK OF AMERICA		402.11					
CHECK TOTAL							



BRADLEY BEACH BOARD OF ED  
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**CURRENT PAYMENT REGISTER BY CHECK**

RUN: 04/14/21  
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DATE RANGE: 03/17/21 thru 04/20/21

VENDOR NAME	VEND CODE	PAYMENT	GAAP ACCOUNT	DESCRIPTION	P.O.	P/F	TYPE
CHECK 654321 dated 03/30/21 Manual BRADLEY BEACH BOE 429		10,367.82	11-899-000-420.00- -	CUR YR CAFE	21-000485	F	MV
CHECK TOTAL		10,367.82					
GRAND TOTAL		395,616.63					

**FUND SUMMARY**

FUND	TOTAL
11 GENERAL CURRENT EXPENSES	375,027.97
12 CAPITAL OUTLAY	2,166.20
20 SPECIAL REVENUES FUNDS	18,422.46
GRAND TOTAL	395,616.63

**CHECKED AS TO RECEIPT OF MATERIAL AUDITED AND APPROVED  
FOR PAYMENT FOR SERVICES RENDERED.**

APPROVED FOR PAYMENT BY THE BOARD OF EDUCATION ON 4/30/2021

*David R. [Signature]*  
4/14/21

