



**FROM THE OFFICE OF THE SUPERINTENDENT**  
**WAYNE BOARD OF EDUCATION**  
**WAYNE, NEW JERSEY**

**JANUARY 15, 2015**

<p align="center">6:00 PM – Executive Session          Wayne Board of Education          Conference Room          50 Nellis Drive          Wayne, NJ 07470</p>	<p align="center">7:30 PM – Public Meeting          Wayne Board of Education          Conference Room          50 Nellis Drive          Wayne, NJ 07470</p>
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**REGULAR MEETING AGENDA**

**I. Reading of "Sunshine Law" Statement**

Adequate notice of this Regular and Executive Meeting, setting forth time, date and location, has been provided in accordance with the requirements of the Open Public Meetings Act on January 9, 2015 by:  
 Prominently posting a copy on the bulletin board in the lobby of the offices of the Board of Education, which is a public place reserved for such announcements, transmitting a copy of this notice to The Record, The Wayne Today, and the Municipal Clerk.

**II. Roll Call**

**III. Approval to Convene into Executive Session**

**-RECOMMENDED ACTION:**

X-15-01

WHEREAS, the Wayne Township Board of Education (hereinafter referred to as the "Board") from time to time must convene into Executive Session to discuss confidential matters including but not limited to personnel issues, legal matters, student issues and labor negotiations.

WHEREAS, THE Board has on its agenda for the meeting being held on January 15, 2015 on issues relating to personnel, negotiations and legal matters which must be discussed in a confidential closed session.

NOW THEREFORE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matter.

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was.

BE IT FURTHER RESOLVED, that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

**IV. Reconvene**

The Executive Session of the Wayne Board of Education Regular Meeting of January 15, 2015 was convened in the Conference Room of the Wayne Board of Education, 50 Nellis Drive, Wayne, NJ 07470.

The Statement of Compliance setting forth time, date and location was read in accordance with the requirements of the Open Public Meetings Act and the roll call was taken. The meeting was recessed and is now being reconvened.

**FLAG SALUTE  
MOMENT OF SILENCE**

**V. Administrative Summary Report**

**SUPERINTENDENT'S REPORT**

**HIB**

**EVVRS/HIB MID-YEAR REPORT**

**Semi Annual Report Under N.J.S.A. 18A:17-46 of Incidents of Violence, Vandalism, Weapons and Substance Abuse Offenses and Harassment, Intimidation and Bullying which took place in our schools during the Period January 1 - June 30, 2014.**

**VI. Revisions to Agenda Items**

**VII. Open to Public Agenda Items Only**

This portion of the meeting is open to citizens for comment on agenda items only. Residents are to state their names, addresses, and subject matter. Comments may be limited to five minutes per person. Members of the public are discouraged from speaking negatively about an employee or a student. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. Other comments may be responded to tonight or at subsequent meetings under "old business."

**VIII. Approval of Minutes**

Approval of Executive Session Minutes -**RECOMMENDED ACTION:** that the Board approve the following Executive Session Minutes: M-15-01

December 18, 2014

Approval of Public Meeting Minutes -**RECOMMENDED ACTION:** that the Board approve the following Public Meeting Minutes as per the attached by reference: M-15-02

December 18, 2014

**IX. Committee Reports and Action**

**X. Action on Agenda**

**ADMINISTRATIVE:**

**Approval of 2015-2016 School Calendar -RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve the 2015-2016 school calendar as reviewed at the December 18, 2014 Education Committee, as per attached. A-15-01

**EDUCATION:**

**Approval of New Secondary Volunteer Clubs -RECOMMENDED ACTION:** that the Board approve the following new Volunteer Clubs for the 2014-2015 school year: E-15-01

- History Bowl Club at Wayne Hills
- Ultimate Frisbee Club at Wayne Valley

Note: This was discussed at the Education Committee Meeting of December 18, 2014.

**Approval of Yearbook Renewal Contracts with Herff Jones -RECOMMENDED ACTION:** that the Board approve the renewal contracts with Herff Jones for the publication of yearbooks for the 2016 school year for Wayne Hills High School and Wayne Valley High School in the amount of \$50,222.00 for each school, as per the attached by reference. E-15-02

Note: Yearbooks are funded solely by student activity funds.

**Approval of Out of District Professional Travel for Staff Members** E-15-03

**-RECOMMENDED ACTION:**

that the Board approve Out of District Professional Travel for the 2014-2015 school year, as follows:

Whereas, District employees listed on the attached chart are attending conferences, conventions, staff training, seminars, workshops, student events or other required travel; and

Whereas, the attendance at stated functions were previously approved by the Chief School Administrator and School Business Administrator as work related and within the scope of work responsibilities of the attendees; and

Whereas, the attendance at the functions were approved as promoting delivery of instruction of furthering efficient operation of the District, and fiscally prudent; and

Whereas, the travel and related expenses particular to attendance at these functions are within state travel guidelines established by the Department of Treasury in NJOMD circular letter; now therefore

Be it resolved, that the Board of Education finds the travel and related expense particular to attendance as these previously approved functions; and further,

Be it resolved, that the expenses are justified and therefore reimbursable and/or payable, as per the attached.

**Approval of Field Trip Destinations -RECOMMENDED ACTION:** that the Board approve the Field Trips for the 2014-2015 school year as per the attached by reference. E-15-04

**Approval of Contracted Related Service for Title I Schools -RECOMMENDED ACTION:** that the Board approve a Related Service Contract with Tamka Educational Products, LLC through Title I funding to provide job coaching and resources from 02/09/15-06/28/15 at a cost not to exceed \$17,500.00, as per the attached by reference. E-15-05

Approval of Appendix to Special Education Contract Agreement -**RECOMMENDED ACTION:** that the Board approve sign language interpreter services for student #1123814730 attending PCTI at the rate of \$3,944.0, per month (75 hours per month) for 10 months for a total of \$39,446.80 effective 09/01/14-06/30/15, as per the attached by reference. E-15-06

Approval of Out of District Placement and Related Services -**RECOMMENDED ACTION:** that the Board approve out of district placements and related services for the 2014-2015 school year for students pursuant to their Individualized Education Program (IEP) or in accordance with their High School curricula (ie vocational school placement) as follows and further, that transportation be provided as required: E-15-07

-	Student ID#	Placement Location Tuition (10mo/ESY) Effective Date(s) Account #(s)	Related Service Provided by Effective date Cost Account	Placement type: new, cont, change If change, prior placement /cost
1	2606127539	New Alliance Academy Prorated amount, \$47,730.00 11/19/14 11-000-100-566-17-008	N/A	New
2	8175022498	Shepherd Prep HS Prorated amount, \$29,026.70 12/22/14 11-000-100-566-17-008	N/A	New
3	3612458086	Shepherd School Prorated amount, \$28,686.48 01/12/15 11-000-100-566-17-008	N/A	Change Bergen County Spec Services- Brownstone School Prorated amount, \$34,250.58

Approval of Students Receiving Home Instruction through Virtual School -**RECOMMENDED ACTION:** that the Board approve the following students to receive home instruction through the Virtual School for the 2014-2015 school year as follows: E-15-08

	Student SID # School Grade	Student Type Reason	Provided by Title Account #	Effective Date
1.	4405504811 WHHS 9	GE Medical	Virtual School 11-150-100-320-17-008	11/10/14
2.	7284841683 WVHS	GE Medical	Virtual School 11-150-100-320-17-008	9/18/14

	12			
3.	7794253379 WHHS 10	SE IEP	Virtual School 11-219-100-320-17-000	11/14/14
4.	6656376538 WHHS 9	SE Medical	Virtual School 11-219-100-320-17-000	12/16/14
5.	7698784603 WHHS 11	SE Medical	Virtual School 11-219-100-320-17-000	9/1/14
6.	2377211780 WVHS 12	GE Medical/504	Virtual School 11-150-100-320-17-008	1/5/15

Note: Even though these services are provided through the Virtual School and not by District staff, the Board must still approve their instruction.

**Approval of Out of District Professional Development Opportunities for Board Members - RECOMMENDED ACTION:** that the Board approve Out of District Professional Development Opportunities for the 2014-2015 school year.

E-15-09

Whereas, the following Board Members are attending conferences, conventions, seminars, or workshops; and

Whereas, the travel and related expenses particular to attendance at these functions are within state travel guidelines established by the Department of Treasury in NJOMD circular letter;

BE IT RESOLVED, that the Board of Education finds the travel and related expenses particular to attendance at these previously approved functions;

BE IT FURTHER RESOLVED, that the expenses are justified and therefore reimbursable and/or payable, as per the attached

Approval of Related Service Agreement Increase

E-15-10

**-RECOMMENDED ACTION:** that the Board approve an increase to a related service agreement with a vendor for the 2014-2015 school year for the services as indicated at the following contractual rates as per the attached by reference:

-	Provider City/State	Type of Service Rate(s) per service Account #(s)	For: Student ID #-if applicable Effective Date (s)	Total Contract Cost or Not to Exceed
1	Tiny Tots Therapy-School Based Speech Therapy Services	Speech Therapy/Make Up Sessions \$73.00 per hour for 120 hours 11-000-216-320- 17-008	01/05/15- 01/30/15	\$8,760.00

Approval of Home Instruction for the 2014-2015 school year **-RECOMMENDED ACTION:** that the Board approve Home Instruction Services or Home Programming for students for the 2014-2015 school year as follows:

E-15-11

	Student SID# School Grade	Student Type Reason Hours/sessions per week	Provided by Title Account #	Effective Date Hourly or Session Rate
1.	7787371917 JFK 5	SE Administrative 10 hrs/week	District Staff 11-219-100-110-17- 000	10/30/14 \$40.00

**HUMAN RESOURCE:**

Approval of Resignations/Retirements -**RECOMMENDED ACTION:**

H-15-01

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accept the following resignations for the 2014-2015 school year:

	Name Position Location	FTE 1 Position Control# Account#	Effective Date Reason	Salary Guide Step
1	Gail Lennox Secretary Guidance SC	FTE 1 06-31-10/bkv 11-000-218-105-13-031	3/1/15 Retirement	\$49,400 WEA OP III Step 11
2.	Robert Decker Part time Custodian RY	FTE .5 52-10-44/bha 11-000-262-100-50-000	1/5/15	\$12.00 per hour
3.	Thomas Gemborys Science WH	FTE 1 01-40-31/amb 11-140-100-101-16-000	2/16/15	\$66,570 WEA Step 10 MA

Approval to Revise Items -**RECOMMENDED ACTION:**

H-15-02

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following items to be revised for the 2014-2015 school year:

	Staff Location	Revision	Step Stipend
1.	ID#5977 WV	Revise end date of maternity leave from 1/7/15 to end on 2/1/15	n/a
2.	ID#6047 Gr. 7 L/A AW	Revise end date of maternity leave from 2/6/15 to 6/30/15	n/a
3.	Jennifer Foley LTR Gr. 7 L/A AW	Revise LTR to YLR retro to 9/1/14	\$49,900 pro-rated WEA Step 1 BA medical benefits
4.	Pedro Ramos Van Driver	revise hours to 25 hrs. per week, effective 1/5/15	-

	Transportation		
5.	Stephanie Sutcliffe Van Driver Transportation	revise hours from 6.25 hrs. to 8 hrs. daily, effective 1/5/15	-
6.	Lisa Barrows Paraprofessional WH	revise hours to add .75 hrs. daily, effective 1/5/15	-
7.	ID#6560 GW	revise maternity leave - sick days 12/10/14 - 1/22/15; FMLA 1/23/15 - 4/23/15 and w/o pay & w/o benefits 4/24/15 - 6/30/15	-

Approval of Appointments for the 2014-2015 school year -**RECOMMENDED ACTION:**

H-15-03

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the appointments of the following personnel in the Wayne Township Public School District, for the 2014-2015 school year on the appropriate bargaining unit salary, pending the full satisfaction of requisite New Jersey Department of Education and District employment criteria.

ALSO BE IT RESOLVED, that the Superintendent recommends that the Board of Education approves the submission to the County Superintendent of Schools the application for emergency hiring and each applicant's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7 et. Seq., or N.J.S.A. 18A-6-4.13, et seq. for the employees below, if necessary:

	Name Position Location	FTE 1 Position Control # Account Number#	Effective Date Salary Stipend Guide/Step	PD Hours Student ID# for 1:1 Paras Staff replacing or new position
1	*Brienne Koribanick English WH	FTE 1 01-40-07/dav 11-140-100-101- 16-000	1/16/15 \$51,400 pro-rated WEA Step 1 BA+15	Tara Motyka \$68,220 WEA Step 7MA+30
2.	Ryan Cusomato 1:1 Paraprofessional JFK	FTE 1 11-04-12/drj 11-000-217-100- 17-008	1/16/15 or as soon as possible \$16.76 per hour 6.67 hrs. per day Paraprofessionals Salary Guide Step 7-8	PD hours 7 Student ID# 7787371917 New position
3.	Gary Hanke LTR LLD/RP Social Studies WH	FTE 1 01-40-12/cxr 11-204-100-101- 17-008	1/16/15 or as soon as possible through 6/30/15 \$35,620 pro-rated WEA 65% Step 1 MA no medical benefits	Nelson Graham \$116,410 WEA Step 22MA+30
4.	Aboud Hakim Part time Custodian RY	FTE .5 52-10-44/bha 11-000-262-100-	1/5/15 \$12.00 per hour	Robert Decker \$12.00 per hour

		50-000		
5.	Amanda Sangemino LTR Gr. 8 Math GW	FTE 1 01-32-19/czp 11-130-100-101- 14-000	1/16/15 - 6/30/15 \$33,410 pro-rated WEA 65% Step 1 BA+15 no medical benefits	Nicole Rodriguez \$72,750 WEA Step 9MA+30
6.	Kimberly Meletta- Rech 1:1 Pre-school Paraprofessional TD	FTE 1 11-02-12/drr 11-000-217-100- 17-008	1/20/15 or as soon as possible \$16.42 per hour plus \$200 diapering stipend 7.00 hrs. per day Paraprofessionals Salary Guide Step 3-6	PD hours 7 Student ID#7447048148 New position

Approval of Leave Requests -**RECOMMENDED ACTION:** RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the following leave requests for the 2014-2015 school year:

H-15-04

	Staff ID# Position Position# Location	Dates of Paid Leave Type	FMLA Unpaid w/benefits Type	Dates of Unpaid leave w/o benefits Type
1	ID#5676 English 01-40-07/abw WH	12/16/14 – 1/6/15 8 Sick Bank Days from the WEA	n/a	n/a

Approval of Appointment of District Substitutes -**RECOMMENDED ACTION:** RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the following certified substitutes for the 2014-2015 school year at the daily rates as noted; and further, that these certified substitutes also be approved as substitute paraprofessionals for the 2014-2015 school year at the rate of \$12.00 per hour, to expand the pool of paraprofessional substitutes:

H-15-05

	Name	Daily Rate
1.	Nelson Graham	\$100.00
2.	Samantha Scheuermann	\$90.00
3.	Heather Shaw	\$100.00
4.	Alicia Mangani effective 1/5/15	\$100.00

And, BE IT FURTHER RESOLVED, that the Board, upon the recommendation of the Superintendent, approve the following non certified substitutes for the 2014-2015 school year for the following positions and at the following hourly rates:

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	Name	Hourly Rate
1.	Giuliano Esposito – Custodian	\$12.00
2.	Richard Russell – Custodian	\$12.00

And, BE IT FURTHER RESOLVED that substitute costs shall be expended against the appropriate salary account for which their service is required.

Approval of Appointment of Chaperones -**RECOMMENDED ACTION:** RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following chaperones for the 2014-2015 school year:

H-15-06

-	Chaperone Location	Activity	Stipend Account#
1.	Joseph McMahon AW	Washington D.C. Trip 6/10-6/12/15	\$84.00 per night up to 2 nights 92-000-000-110-20- 011

**Approval of Appointment of Extra Curricular Advisors/Coaches -RECOMMENDED ACTION:** RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following staff for the 2014-2015 school year as extra curricular advisors/coaches, as per attachment:

H-15-07

-	Staff Location	Activity	Stipend
1.	Elementary Advisors	Concert Instrumental/Vocal	As per the attachment
2.	Jocelyn Voskian WV	Drama & Theater Arts replacing Nicole Mangelli	0.17% of Step 1 \$675.00

Approval of Appointment of Volunteers -**RECOMMENDED ACTION:**

H-15-08

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following volunteers for the 2014-2015 school year for assignments, pending completion of criminal background check:

-	Name	Activity	Location
1	Evan Saperstein	History Bowl Club	WH
2.	Benjamin Cilley	Ultimate Frisbee Club	WV
3.	Dan Johnson	Baseball	WV
4.	David Lisa	Softball	WH

Approval of Stipends -**RECOMMENDED ACTION:**

H-15-09

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following stipends for staff members for the 2014-2015 school year:

-	Staff Location	Assignment Account #	Effective date Stipend
1.	Stephanie Cielusniak WV	6 <sup>th</sup> period assignment for English 11-140-100-101-15-000	1/7/15 until a permanent replacement can be found \$10,365 pro-rated as per WEA contract
2.	Fitore Sabani WV	6 <sup>th</sup> period assignment for English 11-140-100-101-15-000	1/7/15 until a permanent replacement can be found \$10,365 pro-rated as per WEA contract
3.	Jeff White WV	6 <sup>th</sup> period assignment for English 11-140-100-101-15-000	1/7/15 until a permanent replacement can be found \$10,365 pro-rated as per WEA contract
4.	Allison Solomon WV	6 <sup>th</sup> period assignment for English 11-140-100-101-15-000	1/7/15 until a permanent replacement can found \$10,365 pro-rated as per WEA contract
5.	Cindi Hannon WV	6 <sup>th</sup> period assignment for English 11-140-100-101-15-000	1/7/15 until a permanent replacement can be found \$10,365 pro-rated as per WEA contract
6.	Theresa Kasper PL	Diapering 11-000-217-106-17-008	1/5/15 \$200 pro-rated
7.	Paulette Kearns RC	Diapering 11-000-217-106-17-008	retro to 9/1/14 \$200
8.	Roz Weiss RC	Diapering 11-000-217-106-17-008	retro to 9/1/14 \$200

Approval of Home Programming -**RECOMMENDED ACTION:** RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Home Programming for the 2014-2015 school year:

H-15-10

-	Student School Grade	Student Type Reason Hours/sessions per week	Provided by Title Account#	Effective date Hourly or session rate
1	ID#1846557110 TD Pre-school	SE ABA – Coordination/ Facilitation 2 hours/week	Samantha Hadley Behaviorist 11-000-216-110-17-000	1/5/15- 6/30/15 \$40.43 hr.

**POLICY:**

**Approval of Policy 5600--Second Reading for Action -RECOMMENDED ACTION:** that the

P-15-01

Board approve Policy 5600, second reading for action--Student Discipline/Code of Conduct, as per the attached.

NOTE: Addition of wording in bold was inadvertently omitted from the policy which was approved at the December 4, 2014 Board meeting, so policy is being re-presented for Second Reading.

**Approval of Policy 5530--First Reading for Consideration -RECOMMENDED ACTION:** that the Board approve Policy 5530--Substance Abuse, first reading for consideration, having been reviewed at the December 18, 2014 Education Committee meeting, as per the attached by reference. P-15-02

NOTE: Policy revised to reflect re-adoption of code provisions.

**Approval of Policy 0162--First Reading for Consideration -RECOMMENDED ACTION:** that the Board approve Policy 0162--Notice of Board Meetings, first reading for consideration, as per the attached by reference. P-15-03

NOTE: Revisions reflect change to meeting times.

**Approval of Policy 0164--First Reading for Consideration -RECOMMENDED ACTION:** that the Board approve Policy 0164--Conduct of Board Meeting, first reading for consideration, as per the attached by reference. P-15-04

NOTE: Revision reflects times when agenda is made available to board members and public.

**SCHOOL RESOURCES:**

Authorization to Solicit Bid  
**-RECOMMENDED ACTION:** that the Board authorize the School Business Administrator to solicit bids for the Lafayette Elementary School Partial Roof Replacement Project, State Project #5570-055-14-1002-G04 FEC. S-15-01

Approval of Intern **-RECOMMENDED ACTION:** that the Board approve an intern from the Passaic County Educational Services Commission to work in the Business Office payroll department in order to gain experience in the District's payroll and personnel software program, effective January 20, 2014, at no cost to the District. S-15-02

Note: The Passaic County Educational Services Commission provides business office services to Districts when needed. This training will provide one of their staff with expertise in the software system from Computer Solutions and will also provide assistance to the payroll department at no cost to the District.

Authorization to Submit an Amendment to the 2014-2015 NCLB Grant Application -  
**RECOMMENDED ACTION:** that the Board authorize the Business Administrator to submit an amendment to the 2014-2015 No Child Left Behind (NCLB) grant application in the total amount of \$121,831 to bring in approved carryover funds from the 2013-2014 school year as follows: S-15-03

Title I \$ 73,049  
 Title IIA \$ 19,340  
 Title III \$ 29,442  
 Total: \$121,831

Note: For the 2014-2015 school year, Title I funding is being used to support the costs for the transitional kindergarten programs, Title IIA funding is used to support professional development costs and Title III funding is used to support the ESL programs.

Approval of Transportation Agreements S-15-04

**-RECOMMENDED ACTION:**  
 that the Board approve Transportation Services Agreements for pupil transportation for the 2014-2015 school year as follows:

Provider and Route	Schools	Contractor	# of Stud	Student ID #	Estimated Cost/Revenue Account #	Dates
PCESC WRDS	Regional Day	Madison Coach	2	#4949025173 #1620914646	\$ 12,243.00 + \$ 367.29	12/4/14 - 1/15/15
PCESC RDS1	Regional Day	A-1 Elegant	2	#4949025173 #1620914646	\$9,536.00 + \$226.48	10/15/14 - 12/3/14
PCESC 7073	New Alliance	Lenoirs Trans.	1	#2606127539	\$17,306.90 + \$692.28	11/24/14 - 6/30/15

Note: Transportation of students to out of district placements by outside vendors is charged to Transportation account number 11-000-270-514-51-007.

Authorization to Solicit Proposals for Medical, Prescription and Dental Benefits **-RECOMMENDED ACTION:** that the Board authorize the Business Administrator, along with the District Broker of Record, to solicit proposals for medical, prescription and dental benefits for the 2015-2016 school year renewal effective on July 1, 2015.

S-15-05

**XI. Open to Public**

This portion of the meeting is open to citizens for comment on any topic. Residents are to state their names, addresses and subject matter. Comments may be limited to five minutes per person. Members of the public are discouraged from speaking negatively about an employee or a student. The Board bears no responsibility for comments made by the public. Comments regarding employees or students cannot be legally responded to by the Board. Other Comments may be responded to tonight under "new business" or at subsequent meetings under "old business."

**XII. Old Business**

**XIII. New Business**

**XIV. Executive Session**

**XV. Adjournment**

New Jersey Department of Education  
 School Self-Assessment for Determining Grades  
 under the Anti-Bullying Bill of Rights  
 District and School Grade Report  
 2013-2014

December 16, 2014

\*\*\* OFFICIAL RELEASE \*\*\*

\*\*\* OFFICIAL RELEASE \*\*\*

DISTRICT-31-5570-WAYNE TWP

SCHOOL	HIB Programs, Approaches or Other Initiatives (MAX=15)	Training on the BOE-Approved HIB Policy (MAX=3)	Other Staff Instruction and Training Programs (MAX=15)	Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	HIB Personnel (MAX=3)	School-Level HIB Incident Reporting Procedure (MAX=6)	HIB Investigative Procedure (MAX=12)	HIB Reporting (MAX=6)	School Grade (MAX=70)
050-WAYNE VALLEY HIGH SCHOOL .....	9	4	9	3	8	4	11	6	54
055-WAYNE HILLS HIGH SCHOOL .....	8	5	9	4	7	4	11	6	54
065-ANTHONY WAYNE MIDDLE SCHOOL .....	10	6	12	5	8	5	12	5	63
078-ALBERT PAYSON TERRHUNE ELEMENTARY .....	11	8	12	6	8	6	12	5	68
083-GEORGE WASHINGTON MIDDLE SCHOOL .....	10	7	11	5	8	5	12	4	62
085-JAMES FALLON ELEMENTARY SCHOOL .....	11	6	13	6	9	5	12	4	66
087-JOHN F KENNEDY ELEMENTARY SCHOOL .....	10	6	10	5	9	6	12	6	64
090-LAFAYETTE ELEMENTARY SCHOOL .....	11	8	14	5	8	5	12	4	67
110-PACKONACK ELEMENTARY SCHOOL .....	11	7	12	5	8	6	12	4	65
120-PINES LAKE ELEMENTARY SCHOOL .....	10	6	10	5	6	5	12	4	60
135-RANDALL CARTER ELEMENTARY SCHOOL .....	11	8	13	6	9	6	12	4	69
140-RYERSON ELEMENTARY SCHOOL .....	11	8	13	6	8	6	12	4	68
145-SCHUYLER-COLEFAX MIDDLE SCHOOL .....	10	6	12	5	9	5	12	6	65
150-THRONIS DEY ELEMENTARY SCHOOL .....	12	8	14	6	8	5	12	4	69
DISTRICT GRADE									64

# Wayne Township Public Schools

## School Calendar 2015-2016

July 2015				
M	T	W	Th	F
		1	2	③
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
August 2015				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
September 2015 S-16/T-18				
M	Tu	W	Th	F
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⑦	8	9	10	11
⑭	⑮	16	17	18
21	22	⑳	24	25
28	29	30		
October 2015 S-21/T-22				
M	Tu	W	Th	F
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5	6	7	8	9
⑫	13	14	15	16
19	20	21	22	23
26	27	28	29	30
November 2015 S-16/T-17				
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16	17	18	19	20
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30				
December 2015 S-17/T-17				
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21	22	23	㉔	㉕
㉘	㉙	㉚	㉛	

<b>Symbol Key</b>	<p>⬡ = Minimal Day</p> <p>○ = School Holiday or Recess</p> <p>◇ = Full Staff Inservice Day - Students Off</p> <p>□ = Elementary Minimal Day/Parent Conferences</p>	<b>Symbol Key</b>
<p>July 3: Fourth of July</p> <p><b>Aug. 24-Sept. 2: Black-Out - No Staff Vacations</b></p> <p>Aug 26-28 : New Teacher Orientation</p> <p>Sept. 1 and 2 - Full Staff Inservice Days</p> <p><b>Sept. 3: FIRST DAY FOR STUDENTS</b></p> <p>Sept. 7: Labor Day</p> <p>Sept. 14 and 15: Rosh Hashanah</p> <p>Sept. 23: Yom Kippur</p> <p>Oct. 12 - Full Staff Inservice Day - Students Off</p> <p>Nov. 2 and 4: Elem. Minimal Day - Parent Conferences</p> <p>Nov. 3 : Full Staff Inservice Day - Students Off - Evening Parent Conferences</p> <p>Nov. 5 and 6: NJEA Convention - Schools Closed</p> <p>Nov. 25: Minimal Day: Start of Thanksgiving Holiday</p> <p>Nov. 26 and 27: Thanksgiving</p> <p>Dec. 24 to Jan. 1: Holiday Recess</p> <p>Jan. 18: Martin Luther King Day</p> <p>Feb. 12 and 15: Winter Recess/Presidents' Day</p> <p>March 25: Good Friday</p> <p>April 4 - April 8: Spring Recess</p> <p>May 30: Memorial Day</p> <p><b>June 22 and 23: LAST DAYS FOR STUDENTS- MINIMAL DAYS</b></p> <p>June 24: Last Day for Teachers - Full Staff Inservice Day</p>		

S=Student Days:180; T=Teacher Days:185 (plus 4 Emerg. Days)

### Teachers - 5 Inservice Days

#### Unused Emergency Days - Schools Closed

- 4 unused emergency days: May 26, 27, and 31, June 1
- 3 unused emergency days: May 26, May 27, and May 31
- 2 unused emergency days: May 27 and May 31
- 1 unused emergency day: May 27

#### Make-up Emergency Days - Schools Open

If more than the allotted emergency days are used, school will be in session on the following make-up days:

- If one additional day is needed: April 8
- If two additional days are needed: April 7 and April 8
- If three additional days are needed: April 6, 7, and 8

January 2016 S-19/T-19				
M	Tu	W	Th	F
				①
4	5	6	7	8
11	12	13	14	15
⑮	19	20	21	22
25	26	27	28	29
February 2016 S-19/T-19				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	⑫
⑮	16	17	18	19
22	23	24	25	26
29				
March 2016 S-22/T-22				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	⑳
28	29	30	31	
April 2016 S-16/T-16				
M	Tu	W	Th	F
				1
④	⑤	⑥	⑦	⑧
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
May 2016 S-21/T-21				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
⑳	31			
June 2016 S-17/T-18				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	㉒	㉓	㉔
27	28	29	30	

Approved:

**OUT OF DISTRICT PROFESSIONAL TRAVEL OPPORTUNITIES FOR STAFF MEMBERS - 1/15/15**

NO.	NAME POSITION	BLDG.	WORKSHOP LOCATION	DATE/S	REG. FEE	REG. ACCT. CODE	T=Travel L=Lodging M&I=Meals **Incidentals	T/L/M&I ACCT. CODE	TOTAL COST	Meeting Date
1	Scalzitti, D. K-5 Phy. Ed.	Pines Lk	Annual NJAHPERD Conv. Ocean Place Res. Long Branch, NJ	2/23/2015 2/24/2015	\$150.00	11-000-223- 500-00-000	N/A	N/A	\$150.00	
2	Badami, J. Asst. Principal	WHHS	DAANJ Annual Conference	3/24/2015 thru 3/27/2015	\$350.00	11-000-240- 500-54-003	T=\$95.46 L=\$282.00 M&I=\$274.00	11-000-240- 580-54-003	\$1,001.46	
3	Battifarano, J. LDTC	Admin. Bldg.	Dyslexia/PARCC Training - Rutgers Ctr.Lit.Develop. New Brunswick	2/12/2015	\$200.00	11-000-223- 500-00-000	T=\$26.55	11-000-223- 580-00-000	\$226.55	
4	Patalita, D. Coord.-Student Support	Admin. Bldg.	Dyslexia/PARCC Training - Rutgers Ctr.Lit.Develop. New Brunswick	2/12/2015	\$200.00	11-000-223- 500-00-000	T=\$24.86	11-000-223- 580-00-000	\$224.86	
5	Sponenburg, E. Rdg. Specialist	JFK	Gearing Up for PARCC Gran Centurions Clark, NJ	2/26/2015	\$150.00	11-000-223- 500-00-000	N/A	N/A	\$150.00	
6	Alloy, P. Science	GWMS	Next Generation Sci.Std.-Engineer. Design/Tech.Wks Raritan Comm. College -Somerville	2/26/2015	\$100.00	11-000-223- 500-00-000	N/A	N/A	\$100.00	

**OUT OF DISTRICT PROFESSIONAL TRAVEL OPPORTUNITIES FOR STAFF MEMBERS - 1/15/15**

NO.	NAME POSITION	BLDG.	WORKSHOP LOCATION	DATE/S	REG. FEE	REG. ACCT. CODE	T=Travel L=Lodging M&I=Meals **Incidentals	T/L/M&I ACCT. CODE	TOTAL COST	Meeting Date
7	Pylypyshyn, J. Principal	RC	NJ Leadership Summit: Understanding & Implementing PARCC - Forsgate Country Club-Monroe Twsp	1/21/2015	\$145.00	11-000-240-500-54-003	N/A	N/A	\$145.00	
8	Shelichach, D. Principal	JFK	NJ Leadership Summit: Understanding & Implementing PARCC - Forsgate Country Club-Monroe Twsp	1/21/2015	\$145.00	11-000-240-500-54-003	N/A	N/A	\$145.00	
9	Sponenburg, E. Rdg. Specialist	JFK	NJ Leadership Summit: Understanding & Implementing PARCC - Forsgate Country Club-Monroe Twsp	1/21/2015	\$145.00	11-000-223-500-00-000	N/A	N/A	\$145.00	
10	DeWilde, C. Band	WHHS	NJMEA Music Conf.- Hilton Hotel & Conf.Ctr. East Brunswick	2/19/2015 2/20/2015	\$150.00	11-000-223-500-00-000	N/A	N/A	\$150.00	
11	Mecca, David Music	Ryer.	NJMEA Music Conf.- Hilton Hotel & Conf.Ctr. East Brunswick	2/20/2015 2/21/2015	\$150.00	11-000-223-500-00-000	N/A	N/A	\$150.00	



**OUT OF DISTRICT PROFESSIONAL TRAVEL OPPORTUNITIES FOR STAFF MEMBERS - 1/15/15**

NO.	NAME POSITION	BLDG.	WORKSHOP LOCATION	DATE/S	REG. FEE	REG. ACCT. CODE	T=Travel L=Lodging M&I=Meals **Incidentals	T/L/M&I ACCT. CODE	TOTAL COST	Meeting Date
12	Rossi, D. Basic Skills	JFK	Succeeding on the PARCC: Implementing Close Rdg. Of Complex Text Gran Centurions Clark, NJ	1/22/2015	\$150.00	11-000-223- 500-00-000	N/A	N/A	\$150.00	
13	Reszka, L. K-5 Counselor	Pack.	Understanding Grief/Loss Part 2 Good Grief Morristown	1/27/2015	\$89.00	11-000-223- 500-00-000	N/A	N/A	\$89.00	
14	Sponenburg, E. Rdg. Specialist	JFK	Understanding the PARCC Gr.K-2 Gran Centurions Clark,NJ	1/29/2015	\$150.00	11-000-223- 500-00-000	N/A	N/A	\$150.00	
							<b>TOTAL</b>		<b>\$2,976.87</b>	



**APPROVAL OF ELEMENTARY EXTRACURRICULAR ADVISORS – 2014/2015**1/15/15  
H-15-07

			Step	FTE	Stipend
<b><u>FALLON</u></b>					
1	Roque Victor	Concert – Instrumental	1	1	\$610
2	Valencia Danielle	Concert – Vocal	4	1	\$720
3	Mecca David	Concert - Vocal	4	1	\$720
<b><u>KENNEDY</u></b>					
1	Hughes Michele	Concert – Instrumental	4	1	\$720
2	Douthat Diane	Concert – Vocal	4	1	\$720
<b><u>LAFAYETTE</u></b>					
1	Testa Allison	Concert – Instrumental	4	1	\$720
2	Valencia Danielle	Concert - Vocal	4	1	\$720
<b><u>PACKANACK</u></b>					
1	Hughes Michele	Concert – Instrumental	4	1	\$720
2	Murray Elizabeth	Concert – Vocal	4	1	\$720
<b><u>PINES LAKE</u></b>					
1	Merlucci Pat	Concert – Instrumental	4	1	\$720
2	Philp Julianne	Concert – Vocal	4	1	\$720
<b><u>RANDALL CARTER</u></b>					
1	Merlucci Pat	Concert – Instrumental	4	1	\$720
2	Dragone Gail	Concert – Vocal	4	1	\$720
<b><u>RYERSON</u></b>					
1	Khan Ayden	Concert – Instrumental	1	1	\$610
2	Mecca David	Concert – Vocal	4	1	\$720
<b><u>A.P. TERHUNE</u></b>					
1	Testa Allison	Concert – Instrumental	4	1	\$720
2	Philp Julianne	Concert – Vocal	4	1	\$720
<b><u>T. DEY</u></b>					
1	Roque Victor	Concert – Instrumental	1	1	\$610
2	Makulinski Evelyn	Concert – Vocal	4	1	\$720

P-15-01

# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5600/Page 1 of 5

Student Discipline/Code of Conduct

### P5600 STUDENT DISCIPLINE/CODE OF CONDUCT

M

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

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

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

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

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



P-15-01

# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5600/Page 2 of 5

Student Discipline/Code of Conduct

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

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

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

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

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

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

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



P-15-01

# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

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Student Discipline/Code of Conduct

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

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

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



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# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

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Student Discipline/Code of Conduct

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

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

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

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

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 15 October 2009  
Revised: 18 August 2011



P-15-01

# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

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Student Discipline/Code of Conduct

26 April 2012  
04 December 2014





# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS  
5530/Page 1 of 20  
SUBSTANCE ABUSE (M)

### SUBSTANCE ABUSE

#### M

The Wayne Board of Education recognizes its responsibility to provide a quality learning environment where the health and welfare of staff and ~~pupils~~ **students** are safeguarded. One condition which jeopardizes such an environment is the use of tobacco, alcohol and other drugs and problems related to their use. In setting policy regarding tobacco, alcohol and other drugs, the Board of Education seeks to fulfill its responsibility to the school district, the community, and to comply with applicable New Jersey statutes and school law covering the various aspects of the problem. **Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.**

The Wayne Board of Education, after consulting with the State Departments of Health and Education, Divisions of Urban Initiative and Special Education, New Jersey School Boards Association, Rutgers University Center of Alcohol Studies, Wayne Council of Parents Teachers Organizations, Wayne Counseling Center, and local law enforcement officials, has developed the following policy regarding ~~pupil~~ **student** substance abuse and the prevention of ~~pupil~~ **student** substance abuse based upon the State and Federal laws which define the parameters for such policies.

Immunities: State law provides immunity from liability to any district employee who in good faith reports a ~~pupil~~ **student** as possibly being under the influence of alcohol or other drugs, as required by law and/or Board policy. State law also provides immunity from suit to district agents and employees, and medical professionals, who take action pursuant to the State's ~~pupil~~ **student** substance abuse law, as long as they use the level of skill and care ordinarily required of, and exercised by, other such agents, employees or medical professionals.

Confidentiality statement: ~~The policy that follows will comply with State confidentiality laws which clearly indicate that any information regarding a pupil's involvement with drugs, drug paraphernalia and/or alcohol which is obtained when a pupil voluntarily turns over the substance or paraphernalia to a school employee or seeks treatment or counseling for a substance abuse problem shall not be disclosed to law enforcement officials provided the pupil is not currently involved or implicated in drug distribution activities and agrees to participate in an appropriate treatment or counseling program. In addition, this policy will comply with Federal and State laws which prohibit disclosure,~~



# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS  
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SUBSTANCE ABUSE (M)

~~to any person other than a member of the district's pupil assistance program, of the following: 1. That a pupil has received or is receiving evaluation or treatment services from the district's pupil assistance program; and 2. A pupil's identity and any information regarding a pupil's illegal activity where these were learned in the course of, or as a result of, evaluation or treatment services provided by the district's pupil assistance program.~~ **Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2; N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5. If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent(s) or legal guardian or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.**

### Definitions

1. For purposes of this policy, "drugs" shall mean:
  - a. ~~Controlled dangerous substances as defined in 2 of P.L. 1970, c.2666 (C.24:21-2);~~ **N.J.S.A. 24:21-2 and 2C:35-2;**
  - b. Chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system **including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes** as defined in ~~section 1 of P.L. 1965, c.41 (C.2A:170-25.9);~~ **N.J.S.A. 2C:35-10.4;**
  - c. Anabolic steroids;
  - d. All alcoholic beverages; ~~and~~
  - e. Over-the-counter and prescription medications ~~which that~~ are improperly used to cause intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system; ~~and~~
  - f. **Any other substance as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a).**
2. For purposes of this Policy, "under the influence" shall be presumed when the results of a urine or blood sample indicate any traceable amount of drugs or alcohol.



# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS  
5530/Page 3 of 20  
SUBSTANCE ABUSE (M)

### Pupils Students Voluntarily Seeking Help for Drugs or Alcohol Related Problems

**Pupils Students** are encouraged to seek help for problems with or related to drug and/or alcohol use. **Pupil Student** assistance personnel are available for direct assistance or confidential referral for **pupils students** seeking help with an alcohol, drug or other problems related to their substance use or use by someone in a close relationship with them. The Student Assistance Counselor will provide full disclosure – orally and in writing, of the confidentiality laws and guidelines. The Student Assistance Counselors will be allowed to maintain confidentiality of the content of conversations with **pupils students** meeting the following criteria:

1. The **pupil student** does not require immediate medical attention; and
2. The information does not indicate that the health or safety of another individual is threatened.

### Pupils Students Suspected of Possession, Consuming, Using, Distributing or Being Under the Influence of Drugs or Alcohol

When a **pupil student** is suspected of possessing, consuming, using, distributing or being under the influence of drugs or alcohol on or off school premises, the first responsibility of all school employees is to report the matter as soon as possible to the Principal or, in his absence, to his/her designee and to one of these other district employees as follows, the school nurse, school physician, or the student assistance counselor, pursuant to N.J.S.A. 18A:40A-12, as described below.

Discipline may only be administered immediately when credible objective evidence exists confirming the report of substance abuse.

#### 1. Procedure for identifying and assisting **pupils students** who may be at risk of developing alcohol and/or drug dependencies excluding cases involving anabolic steroids

1. Whenever it shall appear to any teaching staff member, school nurse and/or other educational or professional medical staff member that a **pupil student** may have used, consumed and/or be under the influence of alcohol or other drugs, that staff member shall report the matter as soon as possible to the building's professional medical staff member and Principal. If the Principal is not available, then his/her designee shall be notified. All standard health and



P-15-02

# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS  
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SUBSTANCE ABUSE (M)

first aid procedures will be followed. The ~~pupil~~ **student** shall not be left alone. In the absence of an administrator, the staff member in charge of the function shall be immediately notified. In the event that ~~pupil~~ **student** is a classified ~~pupil~~ **student**, the Child Study Team or the Director of Student Support Services shall also be immediately notified. ~~Pupils~~ **Students** found in possession of alcohol or other drugs shall, for purpose of this Policy, be deemed to appear to be under the influence of such substances.

### 2. Observation by School Employee

Unless emergent medical circumstances make such an observation impossible, a school nurse shall observe each ~~pupil~~ **student** who is reported as appearing to be under the influence of alcohol or drugs prior to the ~~pupil's~~ **student's** departure from the school or school-sponsored function for his/her medical examination. If a school nurse is not available, the Student Assistance Counselor shall observe the ~~pupil~~ **student**. In the absence of a Student Assistance Counselor, the best trained administrator or staff member available shall make the observation. The nurse, Student Assistance Counselor, administrator or staff member who makes this observation shall record his/her description of the ~~pupil's~~ **student's** behavior and condition in writing as soon after the observation as possible. The Principal or designee shall then give a copy of this written record to the Superintendent or designee for use in determining what, if any, administrative discipline should be imposed on the ~~pupil~~ **student**. The Superintendent or designee shall give a copy of this written record to the ~~pupil's~~ **student's** parent(s) or legal guardian(s) as soon as is practicable. The name(s) of the individual(s) who made the observation(s) will be deleted if no disciplinary action will be imposed, and will be included if disciplinary action will be imposed.

3. Prior to the ~~pupil~~ **student** being released to the care of his/her parent(s) or legal guardian(s) for a twenty-four hour medical dismissal from school, a chemical screening report form shall be issued. A written report confirming said examination shall be provided within twenty-four hours by the examining physician to the parent(s) or legal guardian(s) of the ~~pupil~~ **student** and to the Superintendent or administrative principal. If the written report of the results of the chemical screening is not submitted to the parent(s) or legal guardian(s) and principal and Superintendent within twenty-four hours, the ~~pupil~~ **student**



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shall be allowed to return to school until a positive diagnosis of alcohol or drug use is received.

~~Pupils believed to be possessing with intent to distribute or distributing drugs, drug paraphernalia and/or alcohol shall be reported to the local police department for possible further investigation and/or action. However, no disclosure of any information, including the pupil's identity and information about illegal activity, can be made unless such disclosure is consistent with the confidentiality statement set forth in this policy. See N.J.A.C. 6A:16-6.1, 6.2 and 6.3.~~

### 2. Medical Examination Procedures

**In compliance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3(a)(2), in response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or, in his/her absence, his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent and arrange for the ~~pupil~~ **student** to immediately be medically examined for the purpose of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids.**

The Principal or his/her designee shall explain to the ~~pupil's~~ **student's** parent(s) or legal guardian(s) the details of the examination process which will be used by the district if the ~~pupil~~ **student** is not examined by the parent(s) or legal guardian(s)' own doctor. The parent(s) or legal guardian(s) and the ~~pupil~~ **student** shall also be informed that a refusal to submit to the required medical examination will result in a presumption that the ~~pupil~~ **student** has violated this policy.

As soon as possible after a ~~pupil~~ **student** is reported as possibly being under the influence, the Principal or designee and the school nurse shall verbally explain to the ~~pupil's~~ **student's** parent(s) or legal guardian(s) what the symptoms were which led to the reporting. Upon request the names of the reporting staff members will be released to the ~~pupil's~~ **student's** parent(s) or legal guardian(s).

- a. Examination by parents physician: The Principal or, in his/her absence, his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent and arrange for the ~~pupil~~ **student** to immediately be medically examined by a doctor **licensed to practice medicine or osteopathy** selected by the parent(s) or legal guardian(s). This medical examination must



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include a chemical screen performed by a licensed testing facility. The Principal or his/her designee shall have no discretion as to whether or not the ~~pupil~~ **student** shall be so medically examined, regardless of the symptoms that led to the referral or whether the symptoms can be corroborated. The parent(s) or legal guardian(s) and the ~~pupil~~ **student** shall also be informed that a refusal to submit and/or a failure to comply with the required medical examination within the two-hour window will result in a violation of this policy and shall be considered a violation of the child neglect laws pursuant to N.J.S.A. 9:6-1 et seq.

- b. Examination by school physician: If the school authorities are unable to contact the parent(s) or legal guardian(s) and/or if the doctor selected is not immediately available, the school ~~medical-inspector~~ **physician** or designee shall be immediately called upon to examine the ~~pupil~~ **student** for the purpose of diagnosing whether or not the ~~pupil~~ **student** is under the influence of alcohol or drugs. This medical examination must include a chemical screen performed by a licensed testing facility.
- c. Examination by hospital: If such doctor, ~~medical-inspector~~ **school physician** or his/her designee is not immediately available or if the situation becomes life threatening, the ~~pupil~~ **student** shall be immediately taken to the emergency room of the Chilton Hospital or the nearest hospital, for examination and/or treatment, accompanied by a member of the school staff designated by the Principal, and a parent(s) or legal guardian(s) of the ~~pupil~~ **student**, if available. This medical examination must include a chemical screen performed by a licensed testing facility. If the ~~pupil~~ **student** has become combative or is resistant to emergency treatment, the police may be summoned to assist. If any ~~pupil~~ **student** referred for medical examination under this policy tampers with or adulterates, in any way, a blood or urine sample submitted for chemical screening, that ~~pupil~~ **student** shall be presumed to have violated this policy.

Payment of expenses resulting from such a medical examination by a doctor selected by the parent(s) or legal guardian(s) and/or resulting hospital costs will be the obligation of the parent(s) or legal guardian(s) and not the school district. Payment of expenses for the initial chemical screening of a ~~pupil~~ **student**



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suspected of substance abuse, when performed under the jurisdiction of the school, shall be at the expense of the Wayne Board of Education.

The aforementioned procedures are to ensure the ~~pupil~~ **student** be examined as soon as possible for the purpose of diagnosing whether or not the ~~pupil~~ **student** is under such influence.

C. If there is a positive diagnosis from the medical examination indicating that the ~~pupil~~ **student** is under the influence of alcoholic beverages or drugs, the ~~pupil~~ **student** shall remain in or be returned to the care of a parent(s) or legal guardian(s) as soon as possible. Pursuant to N.J.S.A. 18A:40A-12, attendance at school shall not resume until the student has fulfilled any disciplinary requirement and the District has received a written report, from the physician stating whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school. See N.J.A.C. 6A:16-4.3(7)(ii). If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall be immediately returned to school. See N.J.A.C. 6A:16-4.3(10). If no physician's report stating the same is forthcoming attendance at school may resume upon a report showing a non-diluted, negative chemical screening analysis. The report shall certify that the ~~pupil~~ **student** is physically and mentally able to perform in school. The Superintendent shall ensure that the Violence, Vandalism and Substance Abuse Incident Report, is properly completed in accordance with N.J.A.C. 6:A:16-5.3.

D. If it is determined that the ~~pupil~~ **student** had been under the influence of drugs or alcohol, administrative procedures will be followed. The ~~pupil~~ **student** shall be assessed by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker, pursuant to N.J.A.C. 6A:16-4.3 (a)(12), for the purpose of determining the extent of the ~~pupil's~~ **student's** involvement with these substances and possible need for treatment. The Student Assistance Counselor shall be an employee of the Wayne Board of Education who is certified by the New Jersey State Board of Examiners as a substance awareness coordinator. The findings of the SAC assessment alone shall not be used to prevent a student from attending school. See N.J.A.C. 6A:16-4.3(a)(12)(i)(1).



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- E. In order to make such a determination, the Student Assistance Counselor may conduct a reasonable investigation which may include interviews with the ~~pupil's~~ **student's** teachers and parent(s) or legal guardian(s). The Student Assistance Counselor may also consult with such experts in the field of substance abuse as may be necessary and appropriate. The Student Assistance Counselor may provide intervention services, referral for evaluation and referral for treatment services pursuant to N.J.A.C. 6A:16-4.1(c)(7). Based upon the assessment by the SAC, the principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by an appropriately certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program, as necessary. See N.J.A.C. 6A:16.4.3(a)(13).
- F. If it is determined that the ~~pupil's~~ **student's** involvement with the use of drugs/alcohol represents a danger to the ~~pupil's~~ **student's** health and well-being, the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker shall refer the ~~pupil~~ **student** to an appropriate treatment program which has been approved by the Commissioner of Health.
- a. In the event that a treatment program is recommended by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker; a ~~pupil~~ **student** that either (1) fails to enroll in a treatment program, or (2) leaves a treatment program against the recommendation of the program, shall be subject to additional discipline with appeal to the Director of High Schools and Supervisor of Health Services.
  - b. In the event that a treatment program is recommended by the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker; and the ~~pupil's~~ **student's** parent(s) or legal guardian(s) fails to enroll the ~~pupil~~ **student** in such a program, the district shall refer the situation to the Department of Children Protection and Permanency, to investigate as an allegation of neglect under N.J.S.A. 9:6-1 et seq. and/or the person authorized to investigate or file charges due to a violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 31.
  - c. The costs of such treatment programs shall be the sole responsibility of the ~~pupil's~~ **student's** parent(s) or legal guardian(s). See N.J.S.A. 18A:40A-10.





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**G. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonable believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonable believed to be involved or implicated in distribution activities regarding controlled dangerous substances.**

**Pupils Students suspected of using anabolic steroids pursuant to N.J.S.A.18A:40A-12(b)**

- A. Whenever a teaching staff member, school nurse or other educational personnel of the district suspects a ~~pupil's~~ student's involvement with anabolic steroids, the school authorities shall comply with the following procedures:**
- 1. The teaching staff member, school nurse or other educational personnel of the district shall report the matter as soon as possible to a school nurse or ~~medical inspector~~ school physician, or to the Student Assistance Counselor, and to the Principal, or in his/her absence, to his/her designee.**
  - 2. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, ~~t~~The Principal or his/her designee shall immediately notify the parent(s) or legal guardian(s) and the Superintendent.**
  - 3. The Principal or his/her designee shall arrange for an examination of the ~~pupil~~ student by a ~~doctor~~ physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s) ~~or by the medical inspector~~. If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal. The ~~pupil~~ student shall be examined as soon as possible for the purpose of diagnosing whether or not the ~~pupil~~ student has been using anabolic steroids. This provision does not require the student to be taken to the hospital.**
  - 4. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the**



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requirements of N.J.A.C. 6A:16-4.3(b)3. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonable believed to be in possession of anabolic steroids or related paraphernalia or a student reasonable believed to be involved or implicated in distribution activities involving anabolic steroids.

45. A written report of that examination shall be furnished by the examining physician to the parent(s) or legal guardian(s) of the ~~pupil student~~, and to the Principal, and Superintendent.
56. If it is determined that the ~~pupil student~~ has been using anabolic steroids, the ~~pupil student~~ shall be interviewed by the Student Assistance Counselor or the purpose of determining the extent of the ~~pupil's student's~~ involvement with these substances and need for treatment.
67. In order to make such a determination, the Student Assistance Counselor may conduct a reasonable investigation which may include interviews with the ~~pupil's student's~~ teachers and parent(s) or legal guardian(s). The Student Assistance Counselor may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
78. If it is determined that the ~~pupil's student's~~ involvement with and use of anabolic steroids represents a danger to the ~~pupil's student's~~ health and well-being, the Student Assistance Counselor shall refer the ~~pupil student~~ to an appropriate treatment program which has been approved by the Commissioner of Health.

### B. Investigation and disposition of substances including anabolic steroids.

1. Any school employee who has reason to believe a ~~pupil student~~ is in possession of or distributing alcohol, drugs or drug paraphernalia on or near school premises or at a school function, shall bring that information to the school Principal or the designee in charge.
2. The Principal or his/her designee shall be responsible for all necessary investigation pursuant to Wayne Board of Education's Policy concerning locker searches. All searches and seizures conducted by school personnel shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., 469 U.S. 325 (1985).
3. If the investigation is thwarted, or off school property, the police may be summoned as deemed necessary by the Principal or designee to assist in obtaining and identifying substances and/or facilitate proper medical attention.



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4. All substances discovered at the emergency scene or subsequently uncovered shall be turned over by the school Principal or designee to medical personnel for identification and aid in the treatment of the emergency.
5. No school employee shall impede any police officer engaged in a lawful search, seizure or arrest.
6. Any questions concerning any search, seizure or arrest shall be directed to the county prosecutor's office. All school personnel shall cooperate with law enforcement officers making an arrest on school property. The Superintendent and the school Principal shall cooperate with law enforcement officials in planning and conducting undercover school operations. The Superintendent shall approve undercover operations without prior notice to the Board.
7. All information concerning any undercover operation, including the identity of the undercover officer, shall be kept strictly confidential by the Superintendent and the Principal who shall not divulge any information whatsoever concerning the undercover operation without the express approval of the Passaic County Prosecutor.
8. In the event the Superintendent or Principal or any other staff member or member of the Board learns of any information which suggest that the identity of the undercover officer has been revealed or has been questioned, or that the integrity of the undercover operation has been in any way compromised, such information shall be immediately communicated to the Passaic County Prosecutor.
9. If drugs are in a person's possession and/or being sold on school property or at a school function, immediate action shall be taken to inform and work with police officials in apprehending the person(s) responsible and confiscating the drugs and/or alcohol.
10. Any school employee who seizes or discovers any substance or drug paraphernalia shall immediately notify and turn the substance over to the Principal or his/her designee, who shall immediately notify the Superintendent who shall, in turn, notify police officials.
11. The school employee, Principal or designee shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as it can be turned over to the police.
12. All confiscated substances and/or paraphernalia are to be turned over by the school Principal or his/her designee to the local police department. Receipts are to be issued from the receiving party, for any/all substance/paraphernalia which are received from/by any person(s). Any actions by either the school and police personnel must protect the legal



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rights of the suspected individual(s). Due process rights shall be protected in every case and ~~pupil's~~ **student's** right to be presumed innocent shall not be hindered by school personnel.

13. It is the duty of the police, school authorities, teachers and ~~pupils~~ **students** to cooperate to ensure that the rights of each individual are respected. If a ~~pupil~~ **student** is to be questioned by the police, it shall be the responsibility of the school administration to provide private space for interrogation. The Principal or his/her representative should be present and every effort should be made to have a parent(s) or legal guardian(s) present. A ~~pupil~~ **student** need not provide information beyond his/her name, age, address and the purpose of his/her presence at school until a parent(s) or legal guardian(s) and/or a lawyer are present. ~~Pupils~~ **students** have the same rights in school as out of school to be informed of their legal rights and to remain silent. Also, they are to be protected by school officials from coercion and illegal constraint.

### Administrative Discipline Procedures

- 1a. ~~Pupils~~ **Students** who possess, consume, use, or distribute alcohol or other drugs, or have been positively diagnosed as being under the influence of alcohol or other drugs including anabolic steroids, or who use, possess, or distribute a hypodermic needle or syringe or any other drug paraphernalia, as defined in N.J.S.A. 2C:36-1, on or off school premises, shall be subject to disciplinary action pursuant to Board Policy. Discipline shall be graded according to severity of the offense.
- 1b. Nothing in this policy shall preclude the school district from administering discipline for a use, consumption or "under the influence" violation of this policy on the basis of visual observation and investigation by the administration. If the observation called for above is not conducted, however, no ~~pupil~~ **student** shall be disciplined for a use, consumption or "under the influence" violation of this policy based on observational evidence without a valid medical examination report showing consumption, use or under the influence of alcohol or drugs as described above.
2. If a medical examination positively diagnoses a ~~pupil~~ **student** as being under the influence of alcohol or other drugs, and/or if the ~~pupil~~ **student** is disciplined for a violation of this policy, data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances



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Registry Act of 1970," and the Violence, Vandalism and Substance Abuse incident report shall also be completed.

- 3a. (1) A ~~pupil~~ **student** found to have possessed (except as described below), consumed, used or been under the influence of alcohol or other drugs or drug paraphernalia shall be suspended for no less than five days or not more than ten days for the first incident and suspended no less than ten days for each subsequent incident and may be subject to a Board hearing. Non-compliance by the student with the evaluations, interventions and referrals may result in consideration for expulsion.
- (2) A ~~pupil~~ **student** found to have distributed, attempted to distribute, or possessed with intent to distribute, alcohol or other drugs or drug paraphernalia shall be suspended for no less than ten days and subject to a Board hearing. Such activity may result in consideration for expulsion.
- (3) Notification of such a suspension or expulsion shall be made to the Student Assistance Counselor. An appointment for an administrative conference must be made with the Student Assistance Counselor or his/her designee before resuming classes. The administrative conference shall be with the Student Assistance Counselor and the Vice Principal and shall be for the purpose of determining if the ~~pupil~~ **student** has complied with all of the conditions of his/her suspension. Where appropriate, the Student Assistance Counselor and/or I&RS Team shall subsequently make a recommendation to the Superintendent or his/her designee as to whether or not the ~~pupil~~ **student** has met the conditions of his/her suspension.
- 3b. (1) Any discipline imposed under this policy for a first incident shall include a contact of the ~~pupil's~~ **student's** parent(s) or legal guardian(s) by the Student Assistance Counselor to require assessment in order to determine the nature and extent of the ~~pupil's~~ **student's** involvement with alcohol and/or drugs.
- (2) Any discipline imposed under this policy for a second or subsequent incident shall include a requirement from the Student Assistance Counselor that the ~~pupil~~ **student** have an outside assessment from an alcohol/drug treatment facility, and be enrolled in an alcohol or drug rehabilitation program if the assessment results indicate that such enrollment is appropriate, prior to the ~~pupil's~~ **student's** return to school.



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- (3) The Student Assistance Counselor shall provide the parent(s) or legal guardian(s) of every ~~pupil~~ **student** disciplined under this policy with information regarding the availability of such programs in order to assist the parent(s) or legal guardian(s) in selecting a program.
  - (4) The cost of any assessment and/or rehabilitation program shall be borne by the ~~pupil's~~ **student's** parent(s) or legal guardian(s).
  - (5) Failure to abide by a requirement for assessment shall subject the ~~pupil~~ **student** to additional discipline and the district shall refer the situation to the Department of Children Protection and Permanency, to investigate as an allegation of neglect under N.J.S.A. 9:6-1 et seq.
4. ~~Pupils~~ **Students** who have been suspended for drug or alcohol use/abuse shall have an evaluation made of their overall academic and social performance. This evaluation will be coordinated by the Student Assistance Counselor. The process will include, but not be limited to the use of a ~~pupil~~ **student** behavior checklist. The result of this evaluation may require a further evaluation by the Child Study Team to determine a ~~pupil's~~ **student's** eligibility and need for special education or related services; and continued monitoring by the school staff for substance use/abuse.
5. In the event a classified ~~pupil~~ **student** is involved, the procedure set forth in N.J.A.C. 6A:14 and in the substance abuse regulations shall be followed prior to imposing the discipline set forth in this policy. To the extent that this policy may be inconsistent with any provision of N.J.A.C. 6A:14, said provision of the code shall take precedence over this policy.
- In the event the ~~pupil~~ **student** involved is a classified ~~pupil~~ **student**, the period of suspension shall be determined by the Building Principal and/or Director of Student Support Services, and in accordance with administrative code. All administrative procedures described above will again be initiated
6. ~~Pupils~~ **Students** may be referred by the Board, in its sole discretion, to the Child Study Team for evaluation prior to any recommendation of expulsion to the Board of Education.
7. In meeting the obligation to protect the health and welfare of the student body from potentially dangerous substances, the Principal may invoke



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extended suspension from regular classes consistent with Wayne Board of Education policy.

8. If the Student Assistance Counselor and/or Vice Principal determines that the ~~pupil~~ **student** has not met all of the conditions of his/her suspension, the Superintendent or his/her designee may continue the ~~pupil's~~ **student's** suspension until these conditions are met. Unless one has already been provided, the ~~pupil~~ **student** shall be given an appropriate due process hearing if such a continuation results in a total suspension of greater than ten days.
9. Before being readmitted to school, a ~~pupil~~ **student** that has been suspended for violations of this policy must provide the District with a physician's written report of a medical examination verifying that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school. If no physician's report stating the same is forthcoming, attendance at school may resume upon a report showing a non-diluted, negative chemical screening analysis. If said ~~pupil~~ **student** remains absent from school due to non-compliance, the District shall contact the Department of Children Protection and Permanency, to investigate as an allegation of neglect under N.J.S.A. 9:6-1 et seq., and/or file truancy charges against the child's parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:38-31 for violation of the compulsory education laws. Students of legal age may be subject to expulsion for non-compliance.
10. In accordance with N.J.A.C. 6A:16-4.3(d), parent(s) or legal guardian(s) are responsible when their children are required to submit to substance abuse evaluations/medical examinations and/or treatment in order to attend/resume attendance at school. When a parent(s) or legal guardian(s) fails to comply, the school shall refer the situation to the Department of Children Protection and Permanency, to investigate as an allegation of neglect under N.J.S.A. 9:6-1 et seq., and shall file truancy charges against the child's parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:38-31 for violation of the compulsory education laws.



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### Pupils Students for Whom There is a Concern About Behavior Which May Indicate Alcohol or Drug Use/Abuse Though There is No Evidence of Violation of Law or School Regulations

A referral may be made by a member of the school staff, an administrator, a ~~pupil~~ **student**, parent(s) or legal guardian(s), or by the ~~pupil~~ **student** himself/herself.

#### Procedure:

1. Any expressed concerns regarding substance use/abuse should be referred to the Student Assistance Counselor.
2. Upon the receipt of a referral, the Student Assistance Counselor will distribute the ~~pupil~~ **student** behavior checklist form to all appropriate personnel including, but not limited to, the school nurse and/or teachers, members of the Child Study Team, guidance counselors, and administrators.
3. Upon receipt and review of the ~~pupil~~ **student** checklist forms, a determination will be made as to whether or not further investigation will be necessary.
4. Parent(s) or legal guardian(s) may be contacted in cases where further investigation supports the suspicion of drug or alcohol use/abuse. This parental discussion will center on the ~~pupil's~~ **student's** actual behavior as reported through the ~~pupil~~ **student** behavior checklists.

### Intervention and Treatment Services

1. Intervention and treatment services shall be directed to ~~pupils~~ **students** who are affected by alcohol or other drug use.
2. **The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.** If the ~~Student Assistance Counselor~~ **it is determined** ~~determines~~ that a ~~pupil's~~ **student's** behavior/chemical use warrants additional professional drug alcohol assessment/treatment, a conference will be held with the Student Assistance Counselor and





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parent(s) or legal guardian(s) for the purpose of making a recommendation as to said additional assessment/treatment.

- 23. **Pupils Students** who are assessed as affected by alcohol or other drug use shall be directed to the appropriate services which may include:
  - a. Provisions for a program of instruction provided by the Board while the **pupil student** is receiving medical or therapeutic care for a diagnosed alcohol or other drug dependency problems;
  - b. Self-help groups and after care groups for **pupils students** who are in care or returning from care for drug and alcohol dependency;
  - c. Individual and/or family counseling therapy;
  - d. Outpatient programs; and
  - e. School related services including Student Assistance Counselor evaluation of the **pupil's student's** academic program with recommendations made to administration, when applicable.

### Tobacco

- 1. The possession and/or use of tobacco and/or product(s) containing tobacco is prohibited in district-owned buildings, on school grounds, in all school vehicles, and at district-sponsored functions for all district **pupils students**.
- 2. Violations of this section may result in discipline, as identified in Board regulation and policy, including suspension and the filing of a complaint in municipal court. A municipal complaint may result in a fine.

### Curriculum and Instruction

**The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.**

**Pupils Students** in the Wayne Township Public Schools, Kindergarten through grade five, shall receive six hours of age appropriate instruction at each grade level regarding alcohol and other drug education, including tobacco and anabolic steroids.

**Pupils Students** in the Wayne Township Public Schools, grades six through twelve, shall receive a minimum of ten clock hours per school year of alcohol and drug education including tobacco and anabolic steroids. The aforementioned curricula offering shall be based upon the curriculum guidelines established by the Commissioner of Education in consultation with the Commissioner of Health, pursuant to N.J.S.A. 18A:40A-1.



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# POLICY

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SUBSTANCE ABUSE (M)

### In-Service Training

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

### Nonpublic School Students

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parent(s) or legal guardian of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

### Reporting Students to Law Enforcement Authorities

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

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et. seq. and N.J.A.C. 6A:16-4.4.



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# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

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SUBSTANCE ABUSE (M)

### Parent/Guardian Educational Programs Parent Training Program/Outreach Program

~~Within each school year, there shall be substance abuse educational programs offered to the parent(s) or legal guardian(s) of the community.~~ **The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.** These programs shall be offered at times and places convenient to the parent(s) or legal guardian(s) of the district which may include school premises or other facilities. Parent(s) or legal guardian(s) are encouraged to contact the Student Assistance Counselor if they believe their child may be involved in substance abuse.

### Availability of Drug and Alcohol Policies and Procedures

1. This policy shall be distributed electronically annually, on the district website and is available to every ~~pupil~~ **student** in the school district.
2. Parent(s) or legal guardian(s) of ~~pupils~~ **students** in the Wayne Township School District shall be required to acknowledge receipt of the district's substance abuse policy on an acknowledgment form attached to the policies distributed to each ~~pupil~~ **student**.
3. This policy is to be received and reviewed on an annual basis with all staff members employed by the Wayne Township School District.

### Annual Evaluation of Policy

An annual review of the effectiveness of the policy, Drugs, Alcohol and Tobacco shall be conducted by a committee appointed by the Superintendent. Recommendations and/or alterations to this policy shall be forwarded to the Wayne Township Board of Education for their consideration regarding inclusion therein.

This policy shall take effect immediately.

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

**N.J.A.C. 6A:16-1.1 et seq.**

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

Adopted: 15 October 2009

Revised: 18 April 2013



P-15-02

# POLICY

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## WAYNE TOWNSHIP BOARD OF EDUCATION

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SUBSTANCE ABUSE (M)



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# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

### 0162 NOTICE OF BOARD MEETINGS

#### Time/Place of Meetings

1. **Organization Meeting:** The Board of Education shall organize annually at a regular meeting held not later than 8:00 p.m. on any day otherwise in compliance with law.

If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.

2. **Regular Meetings:** Regular meetings of the Board of Education shall be held on the third Thursday of every month, at ~~8:00~~ **7:30** p.m. except when a majority of the total Board shall determine otherwise. All meetings shall commence not later than ~~8:15~~ **7:45** p.m. of the designated day but, if quorum is not present at the time for which the meeting is called, the members present may recess the meeting to a time not later than 9:00 p.m. of said day and, if no quorum is present at that time, the members present may adjourn the meeting to commence no later than ~~8:00~~ **7:30** p.m. of another day, not more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made.

Public announcements of the time and day to which any meeting is so recessed shall be made at the time of the recess or adjournment.

3. **Special Meetings:** Special meetings of the Board shall be called by the School Business Administrator/Board Secretary whenever the President or the Vice-President (in the absence of the President) so directs or whenever a majority of the whole membership of the Board requests a calling of such a special meeting. The School Business Administrator/Board Secretary shall give written notice to all special meetings to all Board members, unless waived by the President or Vice-President. Special meetings shall commence not later than 8:00 p.m. The notice for the meeting will give the time, date, and location of the meeting.

4. ~~Public Work Sessions: Regularly scheduled meetings of the Board for discussion and review of various school district matters as to receive reports. Action may or may not be taken.~~



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# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

- ~~5. Agenda Meetings: The time and place of agenda meetings will be a set day before the Board's regular meeting each month as a part of a public work session. Any change in meeting time and place shall be subject to notification according to the Open Public Meetings law.~~

Regular meetings of the Board of Education shall be held on dates and at times and places determined by the Board at its annual organization meeting. Special meetings shall be called by the Board Secretary at the request of the President or upon a petition signed by a majority of the Board members, and shall commence no later than ~~8:00~~ 7:30 p.m.

### Adequate Notice

Adequate notice shall be given for all regular and special meetings. Adequate notice for regular meetings shall be in accordance with the annual notice provisions set forth below. Adequate notice for special meetings generally means written advance notice of at least forty-eight hours, giving the time, date, and location, and, to the extent known, the agenda of the meeting. The notice must state whether formal action may or may not be taken at the meeting. The notice must be:

1. Prominently posted in at least one public place reserved for such announcements;
2. Communicated to at least two newspapers designated by the Board because they have the greatest likelihood of informing the Board's public; and
3. Filed with the clerk of the municipality.

The Board of Education may hold an emergency meeting without providing adequate public notice if:

1. Three quarters of the members present vote to do so; and
2. The meeting is required to deal with matters of such urgency and importance that delay would be likely to result in substantial harm to the public interest; and
3. The meeting will be limited to discussion of and action on these matters; and



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# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

4. Adequate notice of such meeting is provided as soon as possible following the calling of such meeting; and
5. One of the following:
  - a. Either the Board could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or
  - b. The need could have been foreseen in time but the Board failed to give adequate notice.

### Announcement of Adequate Notice/Statement of Compliance

At the beginning of every meeting, the presiding officer must announce that adequate notice of the meeting was provided and must specify the time, place, and manner in which the notice was provided.

However, if adequate notice was not provided, the presiding officer must say so, and in addition, must state:

1. The nature of the matter of urgency or importance for which the meeting without adequate notice was called; and
2. The nature of the substantial harm to the public interest likely to result from a delay in holding the meeting; and
3. That the meeting will be limited to discussion of and action on such matters of urgency and importance; and
4. The time, place, and manner in which some notice of the meeting was provided; and
5. Either of the following:
  - a. That the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, and why this was so; or



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## WAYNE TOWNSHIP BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

- b. That such need could reasonably have been foreseen in time for adequate notice, but nevertheless such notice was not provided, and the reasons why.

### Annual Notice

Annual notice of the year's regular meeting schedule must be posted publicly and sent to at least two newspapers and the municipal clerk within seven days following the annual organization meeting. This notice should contain the location of each meeting to the extent it is known as well as the time and date.

If the schedule is revised at all, notice must be given within seven days of the revision.

The annual schedule serves as sufficient notice of any regularly scheduled meeting as long as it contains the proper date and location. If most meetings are on a regularly scheduled basis, whether they are formal sessions or study sessions, the notice requirement can be largely met through the once a year schedule.

Both the annual schedule of meetings, any revisions to that schedule, and notices of any additional meetings must be sent to any person upon request and upon prepayment of a sum set by the Board. Requests to be on the mailing list for notices can be made on an annual basis and are renewable each reorganization meeting.

### Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b  
N.J.S.A. 18A:6-11; 18A:10-6  
N.J.A.C. 6A:32-3.1

Adopted: 15 October 2009





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# POLICY

## WAYNE TOWNSHIP BOARD OF EDUCATION

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CONDUCT OF BOARD MEETING

### 0164 CONDUCT OF BOARD MEETING

The Superintendent, School Business Administrator/Board Secretary, and the Board President shall prepare the agenda for all meetings of the Board.

The **preliminary** agenda for the regularly scheduled meeting shall be available for review by members of the Board of Education **no less than 96 hours** ~~at the private work session meeting held~~ prior to the regularly scheduled monthly meeting. Members of the Board of Education shall bring up additions at that time. **The final agenda shall be available to board members and the public no less than 48 hours prior.**

Items of business suggested by any Board member, staff member, or citizen of the district may be included at the discretion of the Superintendent and Board President. When appropriate, the agenda shall allow time for the remarks of citizens, staff members, or pupils who wish to speak briefly before the Board.

The agenda shall be published pursuant to provisions of the Open Public Meetings Act. The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting for which an advance agenda has been provided to the public, items of business not anticipated at the time the agenda was prepared may be discussed and acted upon if a majority of the Board present and voting agrees to consider them. However, existing Board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

The agenda, together with supporting materials, shall be distributed to Board members forty-eight hours prior to the Board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to the press, representatives of community and staff groups, and others upon request.

The Board of Education will provide an agenda of the topic areas requested for special meetings and will also provide an agenda of the topics causing emergency meetings of the Board. They will also note if action will be taken.

The Superintendent of Schools and the School Business Administrator/Board Secretary shall prepare and present to each member of the Board, forty-eight hours prior to a meeting of the Board, a copy of an agenda listing those matters to be brought before the Board for consideration and informational materials necessary to consideration of those items.



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# POLICY

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CONDUCT OF BOARD MEETING

N.J.S.A. 10:4-10  
N.J.S.A. 18A:16-1.1

Adopted: 15 October 2009

