



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

APRIL 18, 2013

6:00 PM - Executive Session Wayne Board of Education Conference Room 50 Nellis Drive Wayne, NJ 07470	7:30 PM - Public Meeting Municipal Building Council Chambers 475 Valley Road Wayne, NJ 07470
--	--

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 4, 2013 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

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.

X-13-01

WHEREAS, THE Board has on its agenda for the meeting being held on April 18, 2013 on issues relating to negotiations and legal items 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portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.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 April 18, 2013 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. Recognition Program

Musical Performance by Honorees

Music Honors Recognition

George Washington Instrumental Music

Carolyn Douthat

North Jersey Region I Junior
Band
North Jersey Region I Junior
Jazz Ensemble

Schuyler Colfax Instrumental Music

Anna Qian

North Jersey Junior Area
Band

Linda Luo	North Jersey Junior Area Band
Erin Park	North Jersey Junior Area Band
Madison Miatke	North Jersey Junior Area Band
Mackenzie Fingerhut	North Jersey Junior Area Band
Harris Rosen	North Jersey Junior Area Band
Eunice Park	North Jersey Region I Orchestra

Schuyler Colfax Vocal Music

Brittany Britz	North Jersey Junior Regional Mixed Chorus
Danielle McKnight	North Jersey Junior Regional Mixed Chorus
Annisa Morales-Logue	North Jersey Junior Regional Women's Chorus
Cynthia Zhu	North Jersey Junior Regional Mixed Chorus

Wayne Hills Instrumental Music

Vincent Buzzelli	North Jersey Area Symphonic Band
Michael Fraunberger	North Jersey Area Symphonic Band
Kristen Olivieri	North Jersey Area Symphonic Band
Brianna Charvat	New Jersey Region I Junior Band

Wayne Hills Vocal Music

Kelsey Bunker	North Jersey Regional Mixed Choir
Sheila Solomon	North Jersey Regional Mixed Choir
Isabelle Nemeh	North Jersey Regional Mixed Choir
Kaitlyn Kerwin	North Jersey Regional Mixed Choir
Amanda Stadler	North Jersey Regional Women's Choir
Catherine Bombard	North Jersey Regional Women's Choir

Wayne Valley Instrumental Music

Alex Douthat	North Jersey Area Band
--------------	------------------------

Annemarie Chen

North Jersey Region I Band
HS**Wayne Valley Vocal Music**

Colleen Larranaga

Alto II - Region I Chorus

Ariel Tolome

Tenor I - Region I Chorus

Caitlin Tarpey

Alto II - Region I Chorus

George Strus

Tenor II - Region I Chorus

**Student Artwork on Display This Evening
Courtesy of Wayne Valley High School**

Alexis Perez

Amanda Bitterman

Jennifer Rodriguez

Noor Chalhoub

Rebecca Zhi

Michael Portelli

VI. Administrative Summary Report

- Superintendent's Report
Administrative Restructuring Plan

- Student Representatives
David Ostern - Wayne Hills High School
Theresa Pascrell - Wayne Valley High School

- HIB Report

VII. Revisions to Agenda Items**VIII. 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 no more than five minutes per person. All members of the public are to be courteous and mindful of the rights of other individuals when speaking. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public will be permitted to speak negatively about an employee or a student. A response may be forthcoming if and when appropriate. There will be no discussion during the public portion of this meeting. Comments may be responded

to tonight under "new business" or at subsequent meetings under "old business." Members of the public are legally responsible and liable for their comments. The Board bears no responsibility for comments made.

IX. Approval of Minutes

X. Committee Reports and Action

Communications Committee	March 21, 2013	C-13-01
Education Committee	March 21, 2013	
Facilities & Transportation Committee	March 21, 2013	
Finance Committee	April 11, 2013	
Personnel Committee	April 11, 2013	
Technology & Safety/Security Committee	April 11, 2013	

EDUCATION:

Approval of Home Instruction for the 2012-2013 School Year E-13-01

-RECOMMENDED ACTION:

"that the Board approve the Home Instruction for the 2012-2013 School Year as follows:

I.D. #	Gen. Ed/ Spec. Ed.	School/ Grade	Reason	Hours Per Week	Hourly Rate	Eff. Date
032215	GE	WHHS/Gr. 10	Admin.	10	\$40.00	3/1/13
020019	GE	WVHS/Gr. 12	Medical	10	\$40.00	3/20/13
013345	GE	WVHS/Gr. 11	Medical	10	\$40.00	3/19/13
030984	SE	WHHS/Gr. 9	Admin.	10	\$40.00	4/8/13

Approval of Functional Behavior Assessment and Behavior Intervention Plan E-13-02

-RECOMMENDED ACTION:

"that the Board approve Michelle Goodman, BCBA, Teaneck, NJ, to provide a Functional Behavior Assessment and a

Behavior Intervention Plan for student #021325, not to exceed \$6,700.00."

Approval of the 2013 Summer Reading Lists for Elementary, Middle, and High Schools E-13-03

-RECOMMENDED ACTION:

"That the Board approve the 2013 Summer Reading Lists for Elementary, Middle, and High Schools, as per attached. This item was reviewed and approved at the Education Committee Meeting of March 21, 2013."

Approval of Out of District Professional Travel E-13-04

-RECOMMENDED ACTION:

"that the Board approve Out of District Professional Travel for the 2012-2013 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 the 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 Contract with Passaic County Educational Services Commission E-13-05

-RECOMMENDED ACTION:

"that the Board approve the Summer School Program (Programs) contract with the Passaic County Educational Services Commission, as per attached".

Approval of OOD Placements

E-13-06

-RECOMMENDED ACTION:

"that the Board approve Out of District Placements for the 2012-2013 school year as follows and that transportation be provided as required."

Student	School	Amount
027414	Benway School (annual tuition rate of \$51,460.20 pro-rated @ \$19,726.41) Start date 03/13/13	\$19,726.41
012039	Willowglen Academy (annual tuition rate of \$48,492.00 pro-rated @ \$14,278.20) Start date 03/28/13	\$14,278.30

Approval of Speech Evaluation

E-13-07

-RECOMMENDED ACTION:

"that the Board approve STARS (Solomon Therapeutics and Resource Specialists Wayne, NJ) to provide a speech evaluation for student #024503, not to exceed \$650.00."

Approval of Extended School Year Placement

E-13-08

-RECOMMENDED ACTION:

"that the Board approve Extended School Year Placement for 2013-2014 school year as follows and that transportation be provided as required."

Student	School	Amount
025901	Developmental Center for Children & Families, LLC Budd Lake, NJ (ESY tuition rate of \$4500.00) 1:1 Aide (ESY extraordinary service rate \$2,200.00) Dates - 07/09/13-08/09/13	\$6,700.00

NOTE: Extended school year is part of the Individualized Education Program and already accounted for in the budget.

Approval of Home Instruction

E-13-09

-RECOMMENDED ACTION:

"that the Board approve IEP mandated home instruction for 10 instructional hours per week at the rate of \$60.00 per hour for student #021814 at Touchstone Hall Rockleigh, NJ payable to Bergen County Special Services School District, not to exceed \$8,400.00."

Approval to Revise and Create Positions H-13-01

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation for the 2012-2013 school year to revise position control #11-04-12/byv from full time at John F. Kennedy to .5 and further create .5 position at Theunis Dey position control #11-02-12/dgf."

Approval of Transfer of Personnel H-13-02

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year the transfer of the following staff members."

Victoria Kirby, LLD Paraprofessional (position control #11-01-12/bvc) from Randall Carter Elementary School to 1:1 Paraprofessional (position control #11-10-12/dgd)) at Ryerson Elementary School for student ID#034483, effective May 1, 2013, 8:45 a.m. - 3:25 p.m.

Kim Bionid, 2:1 Paraprofessional for students ID#034441 and ID#034612 at John F. Kennedy Elementary School (position control #11-04-12/byv) to .5 2:1 Paraprofessional at John F. Kennedy Elementary School for students ID#036314 and ID#036315 and .5 1:1 Paraprofessional at Theunis Dey Elementary School for Student ID#034764 (position control #11-02-12/dgf), effective April 15, 2013, no change in hours.

Approval of Resignations H-13-03

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year the following staff resignations."

Stephanie Petracco, Cafeteria Playground Aide at Schuyler Colfax Middle School, effective April 19, 2013. (\$15.60hr.) (position control #13-31-38/bto)

Cristina Bernotas, Physical Education/Health teacher at Anthony Wayne Middle School, effective June 30, 2013. (\$54,600/Step7BA) (position control #01-33-25/des)

Jessica DiMarco, ASSP English at George Washington Middle School, effective June 30, 2013. (\$59,300/Step7MA) (position control #01-32-45/cyw)

Shelley Burke, Special Education - LLD at Theunis Dey Elementary School, effective June 30, 2013.
(\$54,600/Step7BA) (position control #01-02-12/cpl)

Karen Niethe, Cafeteria Playground Aide at Albert Payson Terhune Elementary School, effective May 10, 2013.
(\$15.29/hr.) (position control #13-11-38/bti)

Approval of Appointment of Substitutes

H-13-04

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year the following substitutes."

Stephanie Petracco: PARA
Raffaele Vigorito: CUSTODIAN
Mareia Gadallah: SCPA
Beng-Guat Cannarella: PARA

Approval of Staff Leaves

H-13-05

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve the following staff leaves."

ID#2859 - Paraprofessional, James Fallon Elementary School
6/20/13 - 6/26/13 - Personal Leave, w/o pay & w/benefits.

ID#3699 - Paraprofessional, John F. Kennedy Elementary School
4/22/13 - 6/17/13 - Paid sick days
6/18/13 - 6/26/13 - FMLA Maternity Leave, w/o pay & w/benefits.

ID#1277 - School Cafeteria Playground Aide, James Fallon Elementary School
6/7/13 - 6/14/13 - Personal Leave, w/o pay.

ID#6276 - Grade 1, Albert P. Terhune Elementary School
2013-2014 school year, WEA contractual extension of
Childcare Leave, w/o pay & w/o benefits.

ID#5611 - Science, Wayne Valley High School
2013-2014 school year, WEA contractual extension of
Childcare Leave, w/o pay & w/o benefits.

ID#6561 - LA, George Washington Middle School

4/22/13 personal leave, w/o pay & w/benefits.
 ID#4080, Grade 3, Randall Carter Elementary School
 4/15/13 - 6/30/13 - Medical Leave, w/o pay & w/benefits.

ID#8687, LDTC, Wayne Hills High School
 4/22/13 - 6/30/13 - Intermittent Family Leave w/o pay and
 w/benefits.

ID#4757 - Speech Language Specialist, John F. Kennedy
 Elementary School
 2013-2014 - WEA contractual extension of Childcare Leave,
 w/o pay & w/o benefits.

Revised Leave

ID#7136 - change paid sick until 5/10/13, benefits from 5/13/13
 - 10/9/13

ID#4329 - Change sick days to end 5/17/13 and 5/20/13 to
 10/13/13 w/o pay & w/benefits, change leave w/o pay & w/o
 benefits to 10/14/13 - 1/1/14.

ID#3182 - Sick days 4/8/13 - 5/3/13 and w/o pay & w/benefits
 5/6/13 - 6/19/13.

ID#5604 - Vocal Music, Schuyler Colfax Middle School &
 Wayne Hills High School
 2/11/13 - 4/8/13 paid sick days
 4/9/13 - 6/30/13 - FMLA Maternity Leave, w/o pay & w/benefits

Approval of Retirement

H-13-06

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation
 to accept the following retirements."

Margaret Doherty, Athletic Trainer, Wayne Hills High School,
 effective June 30, 2013. (\$113,130/22 MA+30) (position control
 #01-40-02/bcf)

Lennox Thomas, Custodian, George Washington Middle
 School, effective July 1, 2013. (\$47,035/Step 7) (position
 control # 50-32-44/cdj)

Laura Russomano, Principal, Theunis Dey Elementary School,
 effective August 1, 2013. (\$152,148/10 MA+30) (position
 control #02-02-42/bcg)

- Approval of Appointment of Additional High School Chaperones** H-13-07
-RECOMMENDED ACTION: "that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year additional chaperones for Wayne Valley High School at the rate of \$82.00 person, per event; and furthermore, that all high school professional staff be approved as alternate chaperones on an emergency needed basis, as per attached."
- Approval to Appointment Substitute Caregivers H-13-08
-RECOMMENDED ACTION: "that the Board approve the Superintendent's recommendation to appoint Chris Sarris-Lagonikos and Artiben Desai as Substitute Caregivers, at a rate of \$12.00 per hour, for the 2012-2013 school year.
- Approval of Appointment of Extra Curricular Volunteer H-13-09
-RECOMMENDED ACTION: "that the Board approve the Superintendent's recommendation to appoint Carlin Keil, as a Spring Track Volunteer, for Wayne Valley High School, for the 2012-2013 school year.
- Approval of Appointment of Volunteer Homework Helpers H-13-10
-RECOMMENDED ACTION: "that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year, Volunteer Homework Helpers, Student #013792 and #10392 at Theunis Dey Elementary School."
- Approval to Appoint Additional Middle School Chaperone Coverage** H-13-11
-RECOMMENDED ACTION: "that the Board approve the Superintendent's recommendation to approve additional Middle School Chaperone Coverage for the 2012-2013 school year, at a rate of \$82.00 per day, per person; and furthermore, that all middle school professional staff be approved as alternate chaperones on an emergency basis, as per attached."
- Approval of Reduction in Force H-13-12
-RECOMMENDED ACTION: "that the Board approve the Superintendent's recommendation to approve the list of individuals for Reduction in Force based on reasons of economy and change in the administrative and supervisory organization of the district for the 2013-2014 school, as per attached."

Approval to Abolish Positions H-13-13

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to abolish the following positions effective June 30, 2013 for the 2013-2014 school year:

Supervisor of Special Services
 Supervisor of Special Programs
 Pre-K-12 Guidance Supervisor
 Supervisor of Health Services
 Supervisor of Health/Physical Education
 All Supervisors of Curriculum & Instruction
 All Supervisors of Middle School Guidance

Approval to Give Notice of Abolishment and Reduction in Force H-13-14

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to give notice to the list of employees of the abolishment of their positions consistent with the Reduction in Force, and to provide said employees with notice and such other benefits as are required by statutory, regulatory and/or contractual provisions as per attached."

Approval of Appointment of Camp Warwick Staff H-13-15

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year the following Paraprofessional staff for Camp Warwick encampments, to be paid up to two nights at the rate of \$50.00 per night."

Lori Collum, APT encampment - April 10 through April 12
 Theresa Kasper, RC encampment - April 17 through 19

Approval to Expedite Certification H-13-16

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation for the 2012-2013 school year, to expedite the P-3 Certification for Michelle Littman, teacher/PSH at Packanack Elementary School.

Approval of Appointment of Principal H-13-17

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year Jennifer Morris as Principal of Randall Carter Elementary School, MA The College of Saint Elizabeth, Step 1 of the Masters +30 Salary Guide \$116,304.08 pro-rated (salary to be updated upon completion of negotiations), effective August 12, 2013, replacing Kenneth Kaplan, as per attached." (\$152,148.18/Step10MA+30)
(position control #02-01-42/bcp)

Approval of Appointment of School Cafeteria Playground Aide H-13-18

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year Nurije Qira as School Cafeteria Playground Aide at Randall Carter Elementary School, \$15.60 per hour effective April 19, 2013; and further, that up to 6 hours of professional development be approved during the school year at the hourly rate of pay, replacing Maria Campanella." (\$15.60hr.) (position control #13-01-72/dfj)

Approval of Appointment of School Cafeteria Playground Aides for NJASK Coverage H-13-19

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year SCPA's as scribes for NJASK testing at Anthony Wayne, George Washington, and Schuyler Colfax Middle Schools, effective April 29 - May 2, 9:30 a.m. - 11:00 a.m., at the rate of \$15.60 per hour, as per attached."

POLICY:

Approval of Policy 6113--Second Reading for Action P-13-01

-RECOMMENDED ACTION:

"that the Board approve Policy 6113--E-Rate--second reading for action, having been recommended at the March 7, 2013 Finance Committee, as per attached."

NOTE: This is a new policy developed to outline the process to be used by school districts when applying for discounts in obtaining affordable telecommunications and Internet access.

Approval of Policy 5530--Second Reading for Action P-13-02

-RECOMMENDED ACTION:

"that the Board approve Policy 5530--Substance Abuse--second reading for action, having been recommended at the March 21, 2013 Education Committee, as per attached."

NOTE: Revisions made on advice of board attorneys to better define our current policy.

SCHOOL RESOURCES:

Approval of the Bills List S-13-01

-RECOMMENDED ACTION:

"that the Board approve the April 18, 2013 Bills List in the total amount of \$14,391,311.06 as per the attached."

Authorization to Award Contract for Bid #2-1213 S-13-02

-RECOMMENDED ACTION:

"that the Board authorize the School Business Administrator to award a contract for Bid #2-1213 Ryerson Generator, State Plan Number 5570-140-13-1000 to BOZ Electrical contractors in the amount of \$37,642 as per the attached checklist, pending final review and approval by Board Attorney."

Note: This project was included in the 2012-2013 approved budget.

Authorization to Solicit Bid for Lawn & Landscaping Maintenance Services S-13-03

-RECOMMENDED ACTION:

"that the Board authorize the School Business Administrator to solicit bids for Lawn & Landscape Maintenance services for the 13-14 school year."

Note: The existing agreement for these services will expire on June 30, 2013.

Disposal of Obsolete/Surplus Equipment S-13-04

-RECOMMENDED ACTION:

"that the Board approve the disposal of obsolete/surplus equipment, as per the attached."

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 no more than five minutes per person. All members of the public are to be courteous and mindful of the rights of other individuals when speaking. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public will be permitted to speak

negatively about an employee or a student. A response may be forthcoming if and when appropriate. There will be no discussion during the public portion of this meeting. Comments may be responded to tonight under "new business" or at subsequent meetings under "old business." Members of the public are legally responsible and liable for their comments. The Board bears no responsibility for comments made.

XII. Old Business

XIII. New Business

XIV. Executive Session

XV. Adjournment

E-13-04

Regular Board Meeting – April 18, 2003**OUT OF DISTRICT PROFESSIONAL TRAVEL OPPORTUNITIES FOR STAFF MEMBERS**

NAME	BLDG.	WORKSHOP	DATE/S	REG. FEE	T = Travel L=Lodging M&I=Meals Incidentals ° (See Below)	TOTAL COST
M. Holland	WHHS	Stephen Krashen Workshop – Effective Second Language Acquisition	5/20/13	\$229.00	0	\$229.00
J. Petty	Admin. Bldg.	Annual NJASBO Conference	6/4/13 6/5/13 6/6/13	\$150.00	T = \$100.84 L = \$101.00 M = \$115.50 Misc.= \$20.00	\$487.34
N. Schoening	Admin. Bldg.	Annual NJASBO Conference	6/5/13 6/6/13 6/7/13	\$150.00	T = \$100.84 L = \$202.00 M = \$165.00 Misc.= \$20.00	\$637.84
S. Restaino	Theunis Dey	The Reading & Writing Workshop: Writing to Make a Real World Difference	5/6/13	\$75.00	T = \$18.50	\$ 93.50
A. Willbergh	GWMS	Connected Math Workshop ^ (Originally approved at 10/4/12 BOE Mtg but employee was absent with medical injury)	6/4/13^	\$105.00	0	\$105.00
J. Badami	WHHS	Stronge Principal Evaluation Training	4/26/13	0	T = \$22.52	\$ 22.52
R. Mitchell	AWMS	Stronge Principal Evaluation Training	4/26/13	0	T = \$ 21.67	\$ 21.67
K. Palczewski	WHHS	Stronge Principal Evaluation Training	4/26/13	0	T = \$22.52	\$ 22.52
M. Rewick	WVHS	Stronge Principal Evaluation Training	4/26/13	0	T = \$20.59	\$ 20.59
A. Toth	SCMS	Stronge Principal Evaluation Training	4/26/13	0	T = \$21.64	\$ 21.64
O. Vazquez	GWMS	Stronge Principal Evaluation Training	4/26/13	0	T = 22.11	\$ 22.11
		TOTAL				\$1,683.73

*Charge to NCLB Title I

**Charge to NCLB Title IIA

***Charge to NCLB Title III Grant

°Includes unanticipated tolls and/or parking expenses

4.18.13

H-13-07

2012-2013 CHAPERONES

WAYNE VALLEY

NHS Trip 4/26-28/13	Musical 3/21-3/23/13	Yearbook Signing 6/11/13	SDA (Additional) 5/16-18/13
K. Jarger D. Savvas S. Deutsch D. Carroll	A. Dispensiere B. Watson S. Deutsch J. White L. Zaccone P. Corter	M. Kessanis A. Giordano A. Dispensiere B. Watson D. Suter L. Zaccone S. Vanatta M. Hecht	C. Deschaine S. Rankin K. Moore M. Alsa B. Pearsall J. Compesi D. Depasquale K. Venezia D. Scalzitti K. Enderly D. Cofarro N. Moses M. Giarrusso N. Monahan K. Kraft S. McCammon T. Rohan A. Avolio
Alternates: All WV Professional Staff	Alternates: All WV Professional Staff	Alternates: All WV Professional Staff	Alternates: All WV Professional Staff

H-13-11

George Washington Middle School Washington, D. C., Trip 5/8-5/10/13	Schuyler-Colfax Middle School (Additional) Washington, D. C., Trip 6/5-6/7/13
Sondra Grewe Nicole Kievitt Lauren Parian Caitlin Buccino Christine Maco Kerriann Palmieri Maxine Ferrante Cherly Brown Michael Paul Daniel Klein Ryan Bayley Christian Helm	Kathy Hanenberg Tyler Way Susan Warburton-Pitt Shea McCammon Jen Burton Sean Banks
Alternates: All GWMS Professional Staff	Alternates: All SCMS Professional Staff

**SCHOOL CAFETERIA PLAYGROUND AIDES
FOR NJ ASK COVERAGE
2013**

	Dates	
School	April 29 & 30	May 1 & 2
AWMS	Sandra Ransinangue	Dana Trabucco
	Maria Zampino	Vincenza Federico
	Erin Corsiglia	Carol Fant
GWMS	Laraine O'Toole	Mary Jane Panebianco
	Enjeela Ahmadi	Nancy Dizuzio
	Gloria Dunwald	Mary Simpson

School	April 29	April 30	May 1 & 2
SCMS	Amisa Mehta	Liberty Russin	Liberty Russin
	Danielle Tkaczenko	Danielle Tkaczenko	Amisha Mehta
	Katherine Potter	Deirdre Azar	Katherine Potter

P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 1 of 15
E-Rate

6113 E-RATE

The Telecommunications Act of 1996 provides for a Federal funded program called the Universal Service Fund (USF) or E-Rate that is designed to provide affordable access to telecommunications services for all eligible schools and libraries in the United States. The program provides discounts on telecommunications services, Internet access and internal connections, and provides discounts of up to ninety percent to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. The purpose of this Policy is to provide guidance and direction so the Wayne Township School District can participate in the E-Rate program and this Policy assigns E-Rate responsibilities to school staff members to ensure the school district is in compliance with Federal Communications Commission and E-Rate participation requirements.

Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their pupils and patrons to participate fully in American society, the costs can be great. Telecommunications and Internet access, the hardware needed for assembling local networks, and maintenance of systems and machines can stretch budgets that are already under stress.

Universal Service Administrative Company (USAC) is responsible for processing applications for support, confirming eligibility, and reimbursing telecommunications companies and Internet access providers for discounted services delivered to eligible schools and libraries. USAC reviews applications, invoices, and other program information to ensure that applicants and service providers follow rules for the program set by the Federal Communications Commission (FCC). USAC also conducts Schools and Libraries Program beneficiary audits to ensure program compliance.

Eligible participants include public and most non-profit Kindergarten through grade twelve schools as well as all public and many private libraries. All program participants must carry out a competitive bidding process to select the most cost-effective companies to provide the goods and/or services requested.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES

6113/Page 2 of 15

E-Rate

Once eligible school districts complete the competitive bidding process, applicants submit to USAC all information required to demonstrate compliance with the rules required for receiving support. After approving applications, USAC notifies applicants of a commitment to fund the acquisition of services. When applicants start receiving services, USAC makes payments to the companies selected to provide those services.

Funding may be requested under five categories of service: Telecommunications, Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from twenty percent to ninety percent of the costs of eligible services.

Eligible participants include public and most non-profit Kindergarten through grade twelve schools as well as all public and many private libraries. Guidance on the eligibility requirements to participate in the E-Rate Program is available on the USAC website at www.usac.org.

This Policy provides the steps to be used by this school district to receive E-Rate discounts.

Technology Plan

A Technology Plan is a plan prepared by the school district that explains how telecommunications and information technology will be used to achieve educational goals, curriculum reforms, or library service improvements. School districts applying for Priority 2 services (Internal Connections and Basic Maintenance) must prepare a technology plan.

In general, Technology Plans should not cover more than three years. Technology Plans should be written (at least in draft form) before an FCC Form 470 is posted to the USAC website in order to support the requests for services featured on that form, cover all twelve months of the funding year, and be approved by a USAC-certified Technology Plan Approver (TPA) before an FCC Form 486 is filed and before services start.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 3 of 15
E-Rate

Technology Plans must, at a minimum, contain: clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services; a professional development strategy to ensure that members of the staff know how to use these new technologies to improve education or library services; a needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services; and an evaluation process that enables the school district to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

In order to be eligible for E-Rate funding, the school district must have its Technology Plan approved for E-Rate use by the New Jersey Department of Education.

The District Technology Coordinator shall be responsible for developing the school district's technology plans and submitting the plans for approval to the New Jersey Department of Education.

Competitive Bidding Process

A competitive bidding process is a formal process to identify and request the products and services a school district needs so potential service providers can review these requests and submit bids. To open the process, the school district must post an FCC Form 470 to the USAC website and, if the school district chooses to or if required by the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., issue a Request for Proposals or prepare bid specifications.

The school district will determine eligible E-Rate funding products and services based on the needs as outlined in the school district's approved New Jersey Department of Education Technology Plan or as identified by the Superintendent, in consultation with school district administrative and technology staff members.

The entity that will run the competitive bidding process (which may be the school district, a State procurement agency, or another entity that the district has authorized to negotiate on its behalf with a Letter of Agency (LOA) or similar document) must file the FCC Form 470 (Description of Services Requested and



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 4 of 15
E-Rate

Certification) and must be prepared to receive and evaluate bids and negotiate with service providers.

The FCC Form 470 for the upcoming funding year is generally available online on the USAC website a year before the start of the funding year. FCC Form 470 can be filed for a particular funding year as soon as it becomes available online. The entity filing the FCC Form 470 must wait at least twenty-eight days after the date that the FCC Form 470 is posted and the date the RFP is issued, whichever is later, before closing the competitive bidding process. Services provided under tariff or on a month-to-month basis require an FCC Form 470 to be posted each year. If, however, a multi-year contract results from the competitive bidding process, it is not necessary to post a new FCC Form 470 until a new contract is required.

After the FCC Form 470 is posted to the USAC website, USAC will issue an FCC Form 470 Receipt Notification Letter (RNL). This letter includes much of the information featured on the form, provides a means to correct certain errors, and discusses the next steps in the application process. The District Technology Coordinator will review the RNL to ensure the products and services included in the RNL are accurate and will notify USAC within fifteen days of the postmark date of the RNL if there are any required revisions. If an unallowable correction on the Form 470 is identified, the district must post and certify a new Form 470 within the filing window. A new Form 470 must be posted at least twenty-eight days prior to signing a contract or selecting a service provider.

The entity filing an FCC Form 470 can issue a Request for Proposals (RFP) in addition to the FCC Form 470. For the purposes of this Policy, an RFP is a formal bidding document that describes the project and requested services in sufficient detail so that potential bidders understand the scope, location, and any other requirements. The district's formal bidding documents must indicate the district will accept bids on equal and/or equivalent goods or services. The district is not required to issue an RFP unless the State or local procurement rules or regulations require the district to do so. If the district issued or intends to issue an RFP, that information must be included on the FCC Form 470 along with information on how to obtain a copy of the RFP.

The entity filing the FCC Form 470 must ensure the competitive bidding process is open and fair. All bidders must be treated the same and no bidder can have advance knowledge of the project information. There shall be no secrets in the



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 5 of 15
E-Rate

bidding process, such as information shared with one bidder but not with others. All bidders shall know what is required of them.

Service providers and potential service providers cannot offer or provide gifts to applicants and no school district employee or official shall solicit or accept a gift of any value from a service provider or potential service provider. These prohibitions are in effect during the entire funding year. In addition, the value of free services (e.g., price reductions, promotional offers, “free” products) must generally be deducted from the pre-discount cost of funding requests.

The competitive bidding process and the FCC 470 RNL process shall be coordinated and supervised by the E-Rate Consultant.

Selecting Service Providers

After the close of the competitive bidding process, the school district shall evaluate the bids received and choose the bid that is the most cost-effective with the price of the E-Rate eligible products and services as the primary factor. The district may consider as many factors in this evaluation as it wants, but the price of the E-Rate eligible products and services must be included as a factor and must be weighted more heavily than any other single factor. The FCC Form 470 and the Request for Proposals (RFP), if issued, must both have been publicly available for a twenty-eight day period, whichever is later, before the district can close its competitive bidding process. Any evaluation of bids shall be in accordance with the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. and FCC Competitive Bidding Rules.

Preparing a Bid Evaluation Matrix helps evaluate bids and also provides documentation of the process followed to select a service provider. The Bid Evaluation Matrix shall be completed by the E-Rate Consultant. All copies of bids (successful and unsuccessful), evaluation criteria, vendor contact information, and the signed contract shall be retained in accordance with the document retention guidance outlined in this Policy. The district can receive services:

- Under tariff or on a month-to-month basis - Services such as basic telephone service or Internet access may not require a contract. The district must post an FCC Form 470 and open a competitive bidding process for these services each year.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 6 of 15
E-Rate

2. Under a contract - Tariffed or month-to-month services provided under a contract are considered to be contracted services. Also, internal connections and basic maintenance products and services are generally provided under a contract. If the district posts an FCC Form 470 and signs a multi-year contract resulting from that posting, the district does not have to post an FCC Form 470 or open a competitive bidding process again for the life of that contract.

If the district intends to receive services under contract, the contract must have been preceded by the filing of an FCC Form 470 (NOTE: If the district has an existing contract that was not signed as a result of posting an FCC Form 470, the district can post an FCC Form 470 for the next funding year and consider its existing contract as a bid response. The district must evaluate any other bids received as well, as the district's existing contract may not be the most cost-effective solution.). The entity that filed the FCC Form 470 must also have followed the Schools and Libraries Program's competitive bidding rules and all applicable State and local contract and procurement rules and regulations.

The Board shall approve all contracts for products or services if the products or services were bid in accordance with N.J.S.A. 18A:18A-1 et seq., where an RFP was used to obtain proposals, or any contract to be awarded in excess of \$36,000.

The district may sign a contract, which may be for one or more years and may include the option of voluntary extensions. If the district is eligible, it can purchase services from a State master contract; however, the district must file their own FCC Form 470 and use the State master contract pricing as a bid to consider in evaluating all potential bids. If the district is eligible to purchase from a State master contract, but that contract will expire before or during the upcoming funding year, the district and the State of New Jersey should follow the guidance for State replacement contracts (See State Master Contracts section on USAC website at www.usac.org).

The evaluation of bids and the selection of service providers or recommending service providers to the Board of Education, if required, shall be the responsibility of the District Technology Coordinator.

Applying for Discounts

To apply for Schools and Libraries Program discounts, the district must file an



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES

6113/Page 7 of 15

E-Rate

FCC Form 471 to provide USAC with information about the services being requested and the eligible discount(s). USAC will review the request, may ask for additional information, and will then issue a funding decision.

All contracts, if contracts are required, must be signed and dated before the FCC Form 471 is submitted to USAC.

The FCC Form 471 must be filed during a specific application window each year. In general, the application filing window opens about six months before the start of the funding year and is open for about two and a half months. All applications received or postmarked before the close of the filing window are considered as having arrived on the same day, and have priority over those submitted after the filing window has closed. The specific opening and closing dates of the filing window are published in advance on the USAC website.

After the FCC Form 471 is certified online or on paper, USAC will issue an FCC Form 471 Receipt Acknowledgment Letter (RAL). The RAL shall be reviewed by the District Technology Coordinator within twenty calendar days of the school district's receipt of the RAL. This letter includes much of the information featured on the form, provides a means to correct certain errors, and discusses the next steps in the application process. The information the district must provide on the FCC Form 471 includes the following:

1. Entity numbers (also called Billed Entity Numbers (BENs)) for all entities receiving service (recipients of service), together with specific information for each entity (Block 4 of the form).
2. NCES and/or FSCS codes for entities receiving service (Block 4).
3. Information on telephone and Internet access connections and speeds (Block 2).

For each funding request (a service or set of services specific to both a category of service and a service provider) the district must also provide:

1. Student counts to use for calculating discounts - the total number of pupils and the total number of pupils eligible for the National School Lunch Program (NSLP) as determined by the school registers.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 8 of 15
E-Rate

The FCC also sanctions other mechanisms to determine a school's or district's level of need, as long as those mechanisms are based on - or do not exceed - the same measure of poverty used by NSLP.

The District Technology Coordinator will verify the student data used to calculate discounts in accordance with the eligibility requirements of the National School Lunch Program and the New Jersey Department of Agriculture.

2. Specific information on each service or set of services the district is requesting, including:
 - a. Name and Service Provider Identification Number (SPIN) of the service provider;
 - b. Cost of the service;
 - c. Contract number and other contract details (if there is a contract);
 - d. Start and end dates of service;
 - e. Worksheet(s) identifying the entity or set of entities receiving each service; and
 - f. A detailed description of products and services, referred to as an Item 21 attachment. These products and services shall be reviewed by the District Technology Coordinator and E-Rate Consultant to ensure they are eligible for E-Rate funding according to the current Eligible Service List as published on the USAC website.

The district's certified FCC Form 471 and Item 21 attachment(s) are due on or before the close of the application filing window.

The school district is only able to receive support for internal connections in two of every five funding years. This applies to individual recipients (individual schools, libraries, or non-instructional facilities). For each eligible entity, the five-year period begins in any year in which that entity receives support for



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 9 of 15
E-Rate

internal connections. Entities can use two years within any five-year period, looking back and looking forward from that year. FY 2007 was the first year that entities were ineligible for internal connections funding based on this rule (for entities that received funding for both FY 2005 and FY 2006 internal connections requests). USAC provides a **Two-in-Five Tool** that provides information on the school district's eligibility for funding of internal connections requests for multiple funding years. This rule does not apply to telecommunications and Internet access services or to basic maintenance of internal connections services categorized as Priority 2. Basic maintenance services are eligible for support each year if they are necessary to the operation of the internal connections network. The school district will be considered to have used a year if it has been specified in the FCC Form 471 Block 4 worksheet cited on one or more approved internal connections funding requests in that year.

The E-Rate Consultant shall be responsible for applying for discounts from the School and Libraries Program.

Application Review

After the district files an FCC Form 471 and the associated Item 21 attachment(s) within the filing window, Program Integrity Assurance (PIA) reviewers at USAC will check the information on the form for completeness and accuracy and may have additional questions for the district to answer. All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

1. Eligibility of the entities receiving service (this review step generally occurs for entities that have not appeared on a previous application);
2. Eligibility of the services requested;
3. Discount calculations;
4. Contracts;
5. The competitive bidding process; and/or
6. Any discrepancies between the information on the funding request and the associated Item 21 attachment.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES

6113/Page 10 of 15

E-Rate

The district must indicate the preferred mode of contact on FCC Form 471 Item 6c (telephone), 6d (fax), or 6e (email). Because PIA reviewers send written questions by fax or email, they will call the district and ask for a fax number or email address if the district indicated telephone as the preferred mode of contact. The district will have fifteen days to respond to PIA questions. The district can ask for more time, if needed, but a request for additional time will add more time to the review process.

Some applications undergo additional review - Selective Review is one example - where PIA reviewers may request more detailed responses that can include:

1. Documentation of the competitive bidding and service provider (vendor) selection processes;
2. Documentation of the district's ability to pay the non-discount share (the portion of the cost of eligible products and services not reimbursed by USAC); and/or
3. Proof the district has obtained necessary resources (i.e., hardware, software, staff training, electrical capacity, retrofitting) that are not eligible for Schools and Libraries Program discounts, but that must be in place to make effective use of the discounted services.

As part of the review process, PIA reviewers may be required to change the category of service on a Funding Request Number (FRN). If PIA reviewers discover there are ineligible services in a funding request, the district will be able to remove them or move them to a separate request to avoid denial under the thirty percent rule. After the PIA review process has been completed, USAC issues a Funding Commitment Decision Letter (FCDL) containing USAC's decisions on the district's funding requests. The district should review this letter carefully, as it contains important information both for planning the start of the receipt of services and for completing the additional steps in the application process. If the district disagrees with one or more of the decisions in the FCDL, the district can appeal to USAC or to the Federal Communications Commission (FCC).

The E-Rate Consultant shall be responsible for preparing and providing the requested documentation for the application review(s).



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 11 of 15
E-Rate

Starting Services

After the district receives the Funding Commitment Decision Letter (FCDL) and the delivery of services has started, the E-Rate Consultant shall be responsible for: filing a FCC Form 486 to inform USAC that services for which the district has been approved for discounts have started and invoicing can begin; assuring the district's Technology Plan, if required, has been approved by a USAC-certified Technology Plan Approver and the district is in compliance with the Children's Internet Protection Act (CIPA), 47 CFR 54.520, or CIPA does not apply because the district's application is only for Telecommunications Services and/or Interconnected Voice over Internet Protocol (VoIP) services. CIPA requirements include an internet safety policy, a technology protection measure, a public notice hearing or meeting, the monitoring of online activities of minors, and providing education to minors on appropriate online behavior.

The District Technology Coordinator shall be responsible for reviewing the originating purchase order and/or contract to ensure the products and services on the purchase order or contract have been received in the district, and the invoice from the provider is consistent with the purchase order/contract and products and services received.

In advance of the start of services, the district and its service provider(s) should have a conversation about the details of the services the district will be receiving. The district should also review the contract, if there is a contract. In addition, the district should determine whether the district or its service provider will invoice USAC for the discounted amount of the cost of the services. Under certain circumstances, advanced installation of some Priority 1 components can occur before July 1 of the funding year.

The district can file an FCC Form 486 early (before services have started) if the district:

1. Received its FCDL; and
2. Services will start in the month of July; and
3. The district can truthfully make all of the certifications in Block 4, which include compliance with the technology plan and CIPA requirements; and
4. The district is filing the form on or before July 31.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 12 of 15
E-Rate

NOTE: Early filing using Item 6a on the FCC Form 486 is an option if and only if services will start within the month of July of the relevant funding year, all relevant certifications in Block 4 can be accurately made, and the FCC Form 486 is postmarked on or before July 31 of the Funding Year.

The district must be in compliance with the Schools and Libraries Program's technology plan requirements and the requirements of CIPA before services start. USAC cannot pay discounts on services received during a period of time when the district was not in compliance. USAC may review the district's compliance with these requirements either before or after the district's FCC Form 486 is processed.

The FCC Form 486 must be certified no later than one hundred twenty days after the service start date or one hundred twenty days after the date of the FCDL, whichever is later. Filing late can result in a reduction in funding; the later the filing date, the greater the reduction.

After USAC completes the processing of the district's FCC Form 486, USAC will issue an FCC Form 486 Notification Letter. This letter features the information the district provided on the form and outlines the next steps in the application process. If USAC was required to adjust the service start date for a funding request due to a compliance issue, the service start date in the letter will be marked with an asterisk and followed by an explanation of the reason for the adjustment.

To be eligible for program support, eligible services must be received during a specific period of time related to the particular funding year for which discounts are requested. Recurring services must be delivered during the relevant funding year (July 1 through June 30). In general, non-recurring services must be delivered and installed between July 1 of the relevant funding year and September 30, following the June 30 close of that funding year (i.e., fifteen months after the beginning of the funding year). However, certain recipients have received or may receive extensions of the deadline for delivery and installation of non-recurring services. Such extensions can occur for various reasons, including:

1. A Funding Commitment Decision Letter (FCDL) was issued by USAC on or after March 1 of the funding year for which support was authorized.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 13 of 15
E-Rate

2. Operational SPIN changes or service substitutions were approved by USAC on or after March 1 of the funding year.
3. The school district or service provider requested an extension because the service provider was unable to complete delivery and installation for reasons beyond the service provider's control.
4. The school district or service provider requested an extension because the service provider has been unwilling to complete delivery and installation after USAC withheld payment for those services on a properly-submitted invoice for more than sixty days after submission of the invoice.

USAC will automatically extend the service delivery deadline in situations where criteria (1) or (2) listed above are met. Recipients of non-recurring services that wish to satisfy criterion (3) must submit documentation to USAC on or before September 30 following the close of the funding year. A recipient of service that meets criterion (4) must certify to USAC on or before September 30 following the close of the funding year that its service provider was unwilling to deliver or install non-recurring services before the expiration of the deadline after USAC had withheld payment for those services on a properly submitted invoice for more than sixty days after the submission of the invoice.

The E-Rate Consultant shall be responsible to coordinate the filing of the FCC Form 486.

Invoicing

After USAC has processed the district's FCC Form 486, the district or its service provider can begin the process of invoicing USAC for the discount share of the approved eligible services. The District Technology Coordinator, in consultation with the school business office staff member responsible for authorizing the payment of invoices, shall be responsible for reviewing the originating purchase order and/or contract, the products or services on the purchase order or contract have been received by district, and the invoice from the service provider is consistent with the purchase order or contract. The District Technology Coordinator shall only submit reimbursement requests to USAC for eligible products and services once the district's non-discounted portion is paid.



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 14 of 15
E-Rate

There are two methods that can be used to invoice USAC. Once USAC has processed an invoice for a funding request, that method of invoicing must be used for that particular funding request for the remainder of the invoicing process.

1. Invoice Method #1

Applicants file FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form if the district paid the service provider in full for the services and want to be reimbursed for the discount amount. The service provider must approve the form before it is submitted to USAC. USAC will review the invoice and process a payment to the service provider if payment is approved. The service provider then passes the reimbursement on to the applicant.

2. Invoice Method #2

Service providers file FCC Form 474, Service Provider Invoice (SPI) Form if they have provided discounted bills to their customer and want to be reimbursed for the discount amount.

Under both invoice methods, USAC will review the invoice and process a payment to the service provider if payment is approved. Applicants are required to pay the non-discount portion of the cost of the services.

The district can file a BEAR Form after all of the following have occurred:

1. The district received a Funding Commitment Decision Letter (FCDL); and
2. The district has filed, and USAC has processed, an FCC Form 486; and
3. The district's service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form (disbursements cannot be made until the SPAC has been filed with USAC); and
4. The district paid for the service in full; and
5. In general, the services must have been delivered (an exception can be made for progress payments specified in a contract).



P-13-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

FINANCES
6113/Page 15 of 15
E-Rate

The district must file, and the service provider must approve, BEAR Forms no later than one hundred twenty days after the last day to receive service or one hundred twenty days after the FCC Form 486 Notification Letter date, whichever is later. If the deadline is missed the district can request an invoice deadline extension.

After processing the district's BEAR Form, USAC will issue a BEAR Notification Letter with information about the processing of the district's form. If the district needs more information about a reduction or denial of payment, the district should refer to the invoice error code(s) featured on the letter.

After the end of each calendar quarter, USAC issues a Quarterly Disbursement Report that details all invoicing activity, BEAR Forms, and SPI Forms processed during that quarter for all funding years. This report allows the district to track all of the invoicing activity related to the district's Billed Entity Number (BEN). The district can initiate an invoice check if it would like to be notified each time the district's service provider submits a SPI Form.

The District Technology Coordinator shall be responsible to ensure that all eligible E-Rate goods and services have been received, the service provider invoices are correct and the district's non-discounted portion of the invoice has been paid before submitting invoices to USAC. The District Technology Coordinator shall review the eligible reimbursements that are made to any service provider to ensure the amounts being billed to USAC and the school district equal 100% of the invoiced amount. The District Technology Coordinator will notify USAC and the provider in the event there are any problems with this reconciliation.

Annual Policy Review

The District Technology Coordinator shall be responsible to ensure this Policy is reviewed annually and make recommendation for any revisions to this Policy as needed.

Document Retention

All documents related to the E-rate Program, including but not limited to, the application process, the competitive bidding/vender selection process, and the invoicing process shall be retained for at least five years after the last date of service delivered for a particular funding year or in accordance with the New Jersey Division of Archives and Records Management Schedules of Record Retention, whichever is longer.

Adopted:



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 1 of 16

Substance Abuse (M)

5530 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 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.

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 substance abuse and the prevention of pupil 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 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 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, 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.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 2 of 16

Substance Abuse (M)

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);
 - 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 as defined in section 1 of P.L. 1965, c.41 (C.2A:170-25.9);
 - c. Anabolic steroids;
 - d. All alcoholic beverages; and
 - e. Over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system.
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.

Pupils Voluntarily Seeking Help for Drugs or Alcohol Related Problems

Pupils are encouraged to seek help for problems with or related to drug and/or alcohol use. Pupil assistance personnel are available for direct assistance or confidential referral for pupils 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 meeting the following criteria:

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

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

When a pupil 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



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 3 of 16

Substance Abuse (M)

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.

A. Procedure for identifying and assisting pupils 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 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 first aid procedures will be followed. The pupil 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 is a classified pupil, the Child Study Team or the Director of Student Support Services shall also be immediately notified. Pupils 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 who is reported as appearing to be under the influence of alcohol or drugs prior to the pupil'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. 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 behavior and condition in writing as soon after the observation as possible. The Principal or



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 4 of 16

Substance Abuse (M)

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. The Superintendent or designee shall give a copy of this written record to the pupil'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 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 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 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.

B. Medical Examination Procedures

In compliance with N.J.S.A. 18A:40A-12, 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 to immediately be medically examined.

The Principal or his/her designee shall explain to the pupil's parent(s) or legal guardian(s) the details of the examination process which will be used by the district if the pupil is not examined by the parent(s) or legal guardian(s)' own doctor. The parent(s) or legal guardian(s) and the pupil shall also be informed that



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 5 of 16

Substance Abuse (M)

a refusal to submit to the required medical examination will result in a presumption that the pupil has violated this policy.

As soon as possible after a pupil is reported as possibly being under the influence, the Principal or designee and the school nurse shall verbally explain to the pupil'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 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 to immediately be medically examined by a doctor selected by the parent(s) or legal guardian(s). This medical examination must 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 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 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 or designee shall be immediately called upon to examine the pupil for the purpose of diagnosing whether or not the pupil 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 or his/her designee is not immediately available or if the situation becomes life threatening, the pupil 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, if available. This medical



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 6 of 16

Substance Abuse (M)

examination must include a chemical screen performed by a licensed testing facility. If the pupil has become combative or is resistant to emergency treatment, the police may be summoned to assist. If any pupil 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 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 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 be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence.

- C. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcoholic beverages or drugs, the pupil 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 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.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 7 of 16

Substance Abuse (M)

- D. If it is determined that the pupil had been under the influence of drugs or alcohol, administrative procedures will be followed. The pupil 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(12), for the purpose of determining the extent of the pupil'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 (12)(i)(1).
- 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 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(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(13).
- F. If it is determined that the pupil's involvement with the use of drugs/alcohol represents a danger to the pupil's health and well-being, the Student Assistance Counselor, the school nurse, school psychologist, school counselor, or school social worker shall refer the pupil 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 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.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 8 of 16

Substance Abuse (M)

- 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 parent(s) or legal guardian(s) fails to enroll the pupil 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 parent(s) or legal guardian(s). See N.J.S.A. 18A:40A-10.

Pupils 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 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, or to the Student Assistance Counselor, and to the Principal, or in his/her absence, to his/her designee.
 2. 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 by a doctor selected by the parent(s) or legal guardian(s) or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids. This provision does not require the student to be taken to the hospital.
 4. A written report of that examination shall be furnished by the examining physician to the parent(s) or legal guardian(s) of the pupil and to the Superintendent.
 5. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by the Student Assistance Counselor or the purpose of determining the extent of the pupil's involvement with these substances and need for treatment.
 6. In order to make such a determination, the Student Assistance Counselor may conduct a reasonable investigation which may include interviews with the pupil's teachers and parent(s) or legal guardian(s). The Student



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 9 of 16

Substance Abuse (M)

Assistance Counselor may also consult with such experts in the field of substance abuse as may be necessary and appropriate.

7. If it is determined that the pupil's involvement with and use of anabolic steroids represents a danger to the pupil's health and well-being, the Student Assistance Counselor shall refer the pupil 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 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.
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.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 10 of 16

Substance Abuse (M)

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 rights of the suspected individual(s). Due process rights shall be protected in every case and pupil'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 to cooperate to ensure that the rights of each individual are respected. If a pupil 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 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 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.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 11 of 16

Substance Abuse (M)

Administrative Discipline Procedures

- 1a. Pupils 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 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 as being under the influence of alcohol or other drugs, and/or if the pupil is disciplined for a violation of this policy, data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970," and the Violence, Vandalism and Substance Abuse incident report shall also be completed.
- 3a.
 - (1) A pupil 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 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.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 12 of 16

Substance Abuse (M)

- (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 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 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 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 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 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 return to school.
 - (3) The Student Assistance Counselor shall provide the parent(s) or legal guardian(s) of every pupil 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 parent(s) or legal guardian(s).
 - (5) Failure to abide by a requirement for assessment shall subject the pupil 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 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



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 13 of 16

Substance Abuse (M)

process will include, but not be limited to the use of a pupil behavior checklist.

The result of this evaluation may require a further evaluation by the Child Study Team to determine a pupil'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 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 involved is a classified pupil, 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 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 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 has not met all of the conditions of his/her suspension, the Superintendent or his/her designee may continue the pupil's suspension until these conditions are met. Unless one has already been provided, the pupil 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 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



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS

5530/Page 14 of 16

Substance Abuse (M)

non-diluted, negative chemical screening analysis. If said pupil 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.

Pupils 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, parent(s) or legal guardian(s), or by the pupil 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 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 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 actual behavior as reported through the pupil behavior checklists.



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS
5530/Page 15 of 16
Substance Abuse (M)

Intervention and Treatment Services

1. Intervention and treatment services shall be directed to pupils who are affected by alcohol or other drug use.
2. Pupils 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 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 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 academic program with recommendations made to administration, when applicable.
3. If the Student Assistance Counselor determines that a pupil's behavior/chemical use warrants additional professional drug alcohol assessment/treatment, a conference will be held with the Student Assistance Counselor and parent(s) or legal guardian(s) for the purpose of making a recommendation as to said additional assessment/treatment.

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.
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

Pupils 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 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



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PUPILS
5530/Page 16 of 16
Substance Abuse (M)

Commissioner of Education in consultation with the Commissioner of Health, pursuant to N.J.S.A. 18A:40A-1.

Parent/Guardian Educational Programs

Within each school year, there shall be substance abuse educational programs offered to the parent(s) or legal guardian(s) of the community. 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 in the school district.
2. Parent(s) or legal guardian(s) of pupils 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.
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:16-4.1 et seq.

Adopted: 15 October 2009

Revised:

