

POLICY

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2014-01-27

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Bilingual and ESL Education

2423- BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for pupils of Limited English Proficiency (LEP) as required by law and rules of the State Board of Education. Pupils of LEP are those pupils whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.

Identification of LEP Pupils

The Board will conduct a screening process to determine the native language of each pupil at the time of enrollment in the school district. A census shall be maintained of all pupils whose native language is other than English. The English language proficiency of each pupil whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the pupil's level of reading in English, a review of the pupil's previous academic performance, results of standardized tests in English, and a review of the input of teaching staff members responsible for the educational program of the limited English proficient pupils.

Program Implementation

The district shall provide the following programs:

1. An English language services program whenever there are one or more, but fewer than ten LEP pupils enrolled within the schools of the district. English language services shall be in addition to the regular school program;
2. An ESL program whenever there are ten or more LEP pupils enrolled within the schools of the district; and
3. A bilingual program whenever there are twenty or more LEP pupils in any one-language classification. Where the age range, grade span, and/or geographical location of eligible pupils makes a full-time bilingual program impractical, the Board may offer an instructional program alternative, provided that program has been approved or a waiver for the alternative program has been requested and approval has been granted by



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the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty pupils.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every pupil participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years.

Bilingual, ESL, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Pupils enrolled in a bilingual, ESL, or English language services program shall be assessed annually with a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. LEP pupils enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English Program when they have demonstrated readiness to function successfully in the English-only program. This process shall be initiated by the pupil's level of English proficiency as measured by a New Jersey Department of Education established standard on an English language proficiency test, and the readiness of the pupil shall be further assessed on the basis of multiple indicators which shall, at a minimum, include classroom performance, the pupil's reading level in English, the judgment of the teaching staff member or members responsible for the education program of the pupil, and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent(s) or legal guardian(s) may remove a pupil who is enrolled in a bilingual education program at any time; except that during the first three years of a pupil's participation in a bilingual education program, parent(s) or legal guardian(s) may only remove the pupil upon receipt of the continuation letter between August 1st and September 15. Parents whose students receive an initial placement letter may decline services within 10 days. If during the first three years of a pupil's participation in a bilingual education program, a parent(s) or legal guardian(s) wishes to remove the pupil prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent(s) or legal guardian(s) may appeal the Executive County Superintendent's decision to the Commissioner of Education.

Newly exited pupils who are not progressing in the mainstream English program may be



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considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the exit review process is completed, the pupil's parent(s) or legal guardian(s) shall be informed by mail of the placement determination. A parent(s) or legal guardian(s), or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the coordinator of World Languages and ESL who will provide a written explanation for the decision within ten working days. The complainant may appeal this decision in writing to the Board. The Board will review the appeal and respond in writing within forty-five calendar days. A complainant not satisfied with the Board's explanation may appeal to the Commissioner of Education.

Parental Involvement

The parent(s) or legal guardian(s) of a pupil of limited English proficiency will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services program. Notice shall be in writing, in the language of which the child of the parents so notified possesses a primary speaking ability, and in English. The notice must also include the information that the parents have the option of declining enrollment if they so chose.

The district will notify the parent(s) or legal guardian(s) of the LEP pupil by mail no later than thirty days after the beginning of the school year that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. If the pupil has not been identified as LEP prior to the beginning of the school year, then the parent(s) or legal guardian(s) must be notified within two weeks of the pupil's placement in a bilingual, ESL, or English language services program.

Parent(s) or legal guardian(s) shall receive progress reports in the same manner and frequency as those sent to parents or legal guardians of other pupils.

Parent(s) or legal guardian(s) of pupils of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives. An advisory committee on bilingual education shall be formed with the majority being parent(s) or legal guardian(s) of pupils of limited English proficiency.

Graduation



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Pupils of limited English proficiency will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25
N.J.A.C. 6A:15-1.1 et seq.

Adopted: 03 May 2004
Revised: 25 January 2010
Revised: 27 January 2014



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Special Education/Receiving Schools

2461 SPECIAL EDUCATION/RECEIVING SCHOOLS

To demonstrate compliance with N.J.A.C. 6A:14 and **Part B** of the Individuals with Disabilities Education Act, the Board adopts **this policy** ~~policies~~ and **corresponding** regulations/procedures ~~that are required~~. **This** ~~These~~ **policy** ~~policies~~ and **corresponding** regulations/procedures will be submitted with a Special Education Assurance Statement for Receiving Schools ~~for Policies and Procedures~~ to the County Office of Education no later than ~~February 28, 2002~~ **April 1, 2011** for approval.

1. Pupils with disabilities who are placed in a receiving school by a district Board of Education must have an Individualized Education Program (IEP) in effect prior to the delivery of services.
2. The receiving school will collaborate with the sending district Board of Education **to ensure that in the provision of a free, appropriate public education is available for all pupils with disabilities between the ages of three and twenty-one enrolled in the receiving school** ~~for the population served~~ including pupils with disabilities who are suspended **from school**.
3. The compilation, maintenance, access to and confidentiality of pupil records will be in accordance with N.J.A.C. **6A:32-7** ~~6:3-6~~.
4. Pupils with disabilities, who are placed in receiving schools by a district Board of Education, will be provided special education and related services at no cost to their parents or legal guardian(s) **according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3**.
5. The programs and services provided by the receiving school will
be in accordance with the requirements of N.J.A.C.
6A:14-1.1 et seq.
6. All personnel serving pupils with disabilities will be **highly qualified and** appropriately certified and licensed, where a license is required, **in accordance with State and Federal law** ~~as stated in N.J.A.C. 6:14~~.



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7. The receiving school will **only** terminate the placement of a pupil with disabilities according to **the procedures in** N.J.A.C. 6A:14-7.7(a) and **(b)** ~~(a)~~.
8. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services will be identified and appropriate in-service training will be provided. The receiving school will maintain information to demonstrate its efforts to:
 - a. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;
 - c. Acquire and disseminate to teachers, administrators, ~~school Board members~~, and related services personnel, significant knowledge derived from educational research and other sources and how the **receiving school district** will, if appropriate, adopt promising practices, materials and technology;
 - d. ~~Ensure~~ that the in-service training is integrated to the maximum extent possible with other professional development activities; **and**
 - e. Provide for joint training activities of parents and special education, related services and general education personnel. ~~;~~ **and**



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9. The receiving school will work with all sending school districts and ensure that pupils with disabilities are included in Statewide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All pupils with disabilities will participate in Statewide assessments or the applicable Alternate Proficiency Assessment, in grades three, four, five, six, seven, eight and eleven in accordance with their assigned grade level.
10. Full educational opportunity to all pupils with disabilities will be provided.
11. The receiving school will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each pupil's IEP.
12. The receiving school will ensure that the length of the school day and academic year shall be as long as that established for nondisabled pupils in accordance with N.J.A.C. 6A:14-4.1(c) and must include at least four hours of actual school work instruction in accordance with N.J.A.C. 6A:14-7.6(i).

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Alternative Education Programs

2480-ALTERNATIVE EDUCATION PROGRAMS

The Board of Education may operate an alternative education program in accordance with the requirements of N.J.A.C. 6A:16-9.1. The program shall be approved by the Commissioner of Education and shall be separate and distinct from the already existing programs operated by the Board.

An alternative education program will fulfill the program criteria for both a high school and middle school program as outlined in N.J.A.C. 6A:16-9.2. A program will have a maximum pupil-teacher ratio of 12:1 for high school programs and 10:1 for middle school programs. An Individualized Program Plan (IPP) shall be developed for each general education pupil enrolled in the program in accordance with N.J.A.C. 6A:16-9.2(a)3. For a pupil with a disability, the alternative education program shall be consistent with the pupil's Individualized Education Program (IEP), pursuant to N.J.A.C. 6A:14, Special Education.

Individualized instruction to all pupils shall address the Core Curriculum Content Standards. Academic instruction sufficient to fulfill graduation requirements, pursuant to N.J.A.C. 6A:8-5.1, shall be provided to high school pupils. Comprehensive support services and programs shall address each pupil's health, social, and emotional development and behavior. Instructional staff in an alternative education program shall be appropriately certified.

Pupils in the alternative education program shall comply with attendance policies, pursuant to N.J.A.C. 6A:16-7.8 and 6A:32-8.3. Case management services including, but not limited to, monitoring and evaluating pupil progress and coordinating instructional and support services shall be provided as required in N.J.A.C. 6A:16-9.2(a)10. Services to facilitate the transition of pupils returning to the general or special education program from the alternative education program shall be provided. A minimum pupil enrollment period of not less than two complete marking periods shall be required pursuant to N.J.A.C. 6A:16-9.2(a)12.

Pupil placement in an alternative education program shall be made pursuant to N.J.A.C. 16A:9.3(a). If the district places a pupil in an alternative education program operated by another district Board of Education, pursuant to N.J.A.C. 6A:16-9.1(a), or another approved agency, pursuant to N.J.A.C. 6A:16-9.1(b), the sending school district shall be responsible for ensuring compliance with the requirements of N.J.A.C. 6A:16-9.



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Decisions regarding continued placement in an alternative education program or a change to a pupil's placement shall be made for general education pupils in accordance with N.J.A.C. 6A:16-9.3(c)1 and for pupils with disabilities in accordance with N.J.A.C. 6A:16-9.3(c)2.

N.J.A.C. 6A:16-9.1; 6A:16-9.2; 6A:16-9.3

Adopted: 03 May 2004
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Substance Abuse

5530- SUBSTANCE ABUSE

The Board of Education of the Nutley Public School District recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board's concern is to protect students who do not use or abuse drugs/alcohol and provide help for those who do. The Board of Education pledges not only to meet, but also to exceed, State and federal mandates for an alcohol and drug-free district by providing the best programs possible for enforcement, intervention, and prevention of drug and alcohol abuse.

Definitions:

For purposes of this policy and the regulations promulgated hereunder, these relevant terms are defined as follows:

"Substance" shall mean alcoholic beverages, anabolic steroids and all other controlled dangerous substances as defined by N.J.S.A. 2C:35-2 and N.J.S.A. 24: 21-2 and include any chemical or chemical compound which causes a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous system, (including but not limited to glue or other substances containing a solvent having the property of releasing toxic vapor or fumes), taken for purposes other than the treatment of sickness or injury as prescribed or administered by law to treat sick or injured human beings.

"Alcohol" is any beverage containing a percentage of alcohol, which is prohibited from sale and/or possession by individuals less than 21 years of age.

"Drug Paraphernalia" is all equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.

"Under the influence" means that the pupil is observed in the use of alcohol or a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

"Alcohol/Drug assessment" means those procedures used by a certified or licensed professional to make a determination of a pupil's need for programs and services which extend beyond the general school program by virtue of the student's drug



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use/abuse, learning, behavior, or health difficulties of the pupil or the pupil's family.

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

“Referral for treatment” means those programs and services recommended to a student or their family to help implement the recommendations of a drug/alcohol assessment or in response to the family's request for assistance with a learning, behavior, or health difficulty.

“Student Assistance Coordinator” is an individual who possesses the necessary substance awareness coordinator certification from the New Jersey Department of Education and who is employed by the District to provide counseling, information, and referrals for students and family members with alcohol/drug problems and/or other mental health issues.

“Immediate Medical Examination” means an evaluation of a student's health status by a licensed physician to include clinical observations, a monitored drug screen, and other measures deemed necessary for the purposes of this policy.

“Monitored Drug Screen” means a urine or blood test which is conducted in a licensed medical facility, or by an appropriately licensed/credentialed individual, which meets Board-established criteria and is monitored by appropriate personnel certified to conduct such services. The screen shall test for a series of metabolic panels which indicate the use of illegal substances or alcohol and shall also test for possible adulterants.

“Performance Enhancing Substances” refers to any over the counter, prescription, and illicit drugs used for the purpose of improving athletic performance including anabolic steroids.

“Treatment” encompasses, but is not limited to, a structured supervised experience designed to help a person change behaviors which are creating serious problems for a person.

The Board shall provide a comprehensive program of prevention, intervention, enforcement, referral for evaluation, referral for treatment, and continuity of care for pupils under the influence of alcohol, tobacco or other controlled substance which shall include an appropriate health curriculum in the schools to assist in reducing or eliminating the incidence and prevalence of student alcohol, tobacco, other drug abuse including anabolic steroids and in conformance with the guidelines published by the New Jersey Department of Education.



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The Superintendent shall annually prepare and submit to the Board, for its review and approval, a report on the efficacy of the Board's policies and regulations on student alcohol and other drug abuse. The district will work in conjunction with local health agencies, law enforcement, and parent organizations to provide additional educational programs for parents/guardians. Annual notification of the availability of this policy shall be made through the District's website and shall be provided to any parent upon request. Each newly hired employee and transferred pupil will be offered this policy and the implementing regulations on his/her arrival in the district.

The Board prohibits the use, possession, sale, exchange, transfer and/or distribution of alcohol or any substance by a student while at school, on school property, attending a school-related function, on or off campus, and coming to and going from school and/or a school-sponsored function.

A student who requires the use of a prescription or over-the-counter medication shall obtain permission for same in accordance with Board Policy 5330 and such medication shall only be administered in compliance with the strict terms of that Policy. No student will use any prescription drugs or over-the-counter medications not prescribed to the student and such use will be considered a violation of this policy.

No student shall aid, assist or conceal the possession, consumption, purchase, transfer, sale, exchange or distribution of any substance by any other pupil or pupils in any of the instances set forth in the preceding paragraph.

Students are prohibited from smoking cigarettes or using tobacco products in any form in compliance with Board Policy 5533 and the Student Code of Conduct.

Any student who is found in violation of this policy shall be subject to discipline, including suspension or expulsion from school, and may be reported to law enforcement authorities pursuant to N.J.A.C. 6A:16-6.3.

Chief School Administrator. It is the responsibility of the chief school administrator to develop administrative regulations to implement this Substance Abuse Policy and to inform students, staff, and parents about the substance abuse policy of the school district including:

- a. Establishing and maintaining a realistic and meaningful drug/alcohol education program that shall be incorporated into the



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total educational process with special attention being given to meeting the needs of students with drug/alcohol use problems.

- b. Establishing and maintaining an ongoing in-service drug/alcohol education program for all school personnel that will enable them to readily identify students involved with substance use/abuse and familiarize themselves with appropriate referral procedures and confidentiality requirements.
- c. Identifying, evaluating, disciplining and counseling students involved in drug/alcohol use using appropriately certified staff, and establishing procedures and directives for notifying parents/guardians and local law enforcement agencies as appropriate.
- d. Encouraging and supporting student-run organizations and activities that develop a positive peer influence in the area of drugs/alcohol.

Confidentiality. Employees and staff members who are involved in the substance abuse intervention and treatment programs of students shall adhere to the confidentiality requirements of 42 C.F.R. Part 2 and N.J.A.C. 6A:16-6.5 except as specifically permitted therein. Any exchange of information will remain between the student, the Student Assistance Counselor, and those individuals with educational responsibility for the student as permitted under the regulations and who shall be bound by these same confidentiality requirements.

Suspected distribution on school premises. All staff members shall be alert to signs of substance use by pupils and shall respond to those signs in accordance with the procedures established under this policy, which procedures shall require students suspected of such use to undergo a medical examination and urine/blood analysis. The Board may establish consequences for a pupil who does not follow through on any referrals for an examination, intervention or treatment recommendations made under this policy.

Law Enforcement. Any school employee/staff member who has reason to believe that (a) student(s) or staff member(s) is distributing, selling, using, or transferring controlled dangerous substances, including anabolic steroids on school premises shall bring that information to the school principal who shall immediately report the information to the superintendent. The superintendent shall report the information to the appropriate law enforcement officials and shall remain the district's contact person for the law



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enforcement agency unless otherwise delegated. The superintendent and school personnel shall cooperate with the law enforcement authorities in accordance with law and the Memorandum of Agreement between Education and Law Enforcement Officials. If the police are summoned to school property, the Board shall be notified as soon as possible, but in no event later than the next board meeting, as to the reason for the police presence and the results thereof.

If an arrest is to be made on school property, and no exigent circumstances exist, every effort shall be made to enable the law enforcement personnel to carry out the arrest in a manner that is least disruptive to the student and the educational environment. The superintendent or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested on school property.

Civil Liability. No civil action shall lie against any employee, officer, staff member or agent of the Board by virtue of good faith actions taken pursuant to this policy provided that such individuals exercise the skill and care which is ordinary required by such employees.

Legal References:

29 USC 705(20) (C) (IV)
42 C.F.R. Part 2 – Confidentiality of alcohol and drug abuse patient records
N.J.S.A. 2C:33-15, 16
N.J.S.A. 2C:35-1 (New Jersey Comprehensive Drug Reform Act of 1987)
N.J.S.A. 2C:35-10, 10.4
N.J.S.A. 9:6-1 et seq.
N.J.S.A. 9:17A-4
N.J.S.A. 18A:25-2
N.J.S.A. 18A:36-19.2
N.J.S.A. 18A:37-1, 2
N.J.S.A. 18A:38-25
N.J.S.A. 18A:38-31
N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:8-3.1
N.J.A.C. 6A:9-13.2
N.J.A.C. 6A:14-2.8
N.J.A.C. 6A:16-1.1 et seq.
N.J.A.C. 6A:16-4.1 et seq.

Related Policies and Procedures



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5530R - SUBSTANCE ABUSE

The following regulations are established in implementation of Policy 5530 – Substance Abuse.

Procedure for Referral of Students Suspected to be Under the Influence of a Substance Other than Anabolic Steroids

1. Whenever it shall appear to any staff member that a student is presently under the influence of alcohol, drugs or any controlled dangerous substance, the staff member shall report the matter immediately to the school physician or nurse/non-certified nurse or the athletic trainer if present at an athletic contest, the Student Assistance Coordinator, and the Principal (or their designee) and arrange for the immediate and tactful transfer of the student to the nurse's office. It is not the role of any staff member to make the determination of whether a student is under the influence.
2. If a staff member observes the student to be in possession of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, they should secure the substance or drug paraphernalia and bring it immediately to the Principal or administrator in charge of the school building.
3. The staff member shall file a Violence, Vandalism and Substance Abuse Incident Report in accordance with N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3
4. The nurse will assess the student's physical condition and determine whether a medical emergency exists. The student shall remain under the care of the school nurse until the student is discharged to their parent/guardian, transported for a medical examination or discharged to law enforcement officials. It is not the nurse's role to determine if the student is under the influence of a substance.

Nothing herein shall be construed to limit or condition the right of the Principal or their designee to seek emergency medical assistance when required by the student's condition.

5. The Principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange for the student's immediate medical examination (within two hours of the initial referral) by a physician licensed to practice medicine or osteopathy to determine whether the student is under the influence of alcohol or any controlled substance. The parent/guardian shall be directed to take the student for an immediate medical examination by either the Board's physician at the District's expense, or a physician of their own choosing which shall then be at the family's expense. If the examination is performed at the family's own physician, the



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medical examination must conform in all respects to the Board's criteria. If the examination does not conform to the necessary criteria, a positive result will be inferred. The student must proceed directly to the physician's office and is not permitted to take any actions which would compromise the results of the examination including, but not limited to, eating, drinking or ingesting any substance.

6. The medical examination shall be performed within two hours. If the student's own physician is unable to perform the examination within this timeframe, the examination shall be conducted by the school physician, or, if the school physician is not available, the student shall be taken to the emergency room of the nearest hospital or appropriately equipped medical facility for examination. The Board shall maintain a list of all appropriately equipped facilities.

7. The parent/guardian should accompany the student to the medical examination, however, if the parent/guardian cannot be reached or is unavailable to have the student tested within two hours, the student shall be accompanied by a member(s) of the school staff, designated by the Principal (or designee), to the office of the school-appointed physician, hospital and/or medical facility and shall ensure appropriate supervision of the student until the student is released to their parent(s) or other appropriate individual(s), including law enforcement personnel. Transportation to the examination will be provided by the Board of Education. If, in the opinion of the nurse, it is inadvisable for staff to accompany the student, emergency services will be called to transport the student to the nearest emergency room or approved medical facility.

If the medical examination, including the monitored drug screen, is not performed within the two hour timeframe, a positive drug result will be presumed.

8. The school will provide a Physician's Assessment Form that must be completed by the examining physician which includes the minimum requirements for urine and/or blood analysis to determine whether or not the student was under the influence of alcohol or a controlled substance including securing a monitored drug screen. The district, in cooperation with the examining physician or Board's medical inspector shall establish the minimum requirements to be used for the medical examinations which requirements shall be periodically reviewed and updated as needed. A breakdown of the screening criteria will be provided to the parents/guardians of students who are sent for a medical examination.

9. The school will provide a Physician's Report which must be completed by the examining physician and returned to the school by the parent/guardian within twenty-four (24) hours of the student being sent out for the immediate medical examination. The Physician's Report shall verify that the examination was performed within the



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two hour time limit, include the signature, printed name, address and telephone number of the examining physician and state the expected date that the Physician's Assessment Form, setting forth the results of the examination, will be provided. The Physician's Report must also certify that the student is physically and mentally able to return to school.

10. If the student admits to having used drugs/alcohol to any staff member, teacher or administrator, the above procedures will be followed with the modification that such admission will be considered when determining the student's suspension which shall begin immediately. The Board will not require a positive result from the screen.

11. If a student is suspected of using alcohol or drugs on the way to or during a school-sponsored function or field trip, the administrator, chaperone or a school designee shall secure appropriate medical attention for the student. The student will be taken to the nearest hospital for an immediate medical examination in accordance with these procedures. The Principal, Superintendent and parent will be notified and these procedures shall be implemented upon the student's return to school.

12. If an administrator is not immediately available on the scene, the school designee shall call the local police for medical assistance.

13. If an incident occurs off campus and an administrator or chaperone is not in possession of the drug and alcohol policy documentation, the student and parent are still responsible for providing the results of the medical examination and the monitored drug screen in accordance with these procedures.

14. Admission to Board-sponsored functions shall be denied to persons suspected to be under the influence of alcohol or drugs and such information shall be reported to the school administration as soon as practical.

Refusal to Comply with Policy/Procedures

Any student who does not comply with the procedures for an immediate medical examination shall be presumed to have a positive drug result and the procedures set forth herein will be followed including having the student undergo an alcohol/drug assessment within five (5) days of being sent for the evaluation.

Refusal or failure by a parent/guardian to comply with the provisions of this policy/regulation shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31 as well as the child neglect laws and may result in the filing a report of alleged child neglect with the Division of Child



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Protection and Permanency in accordance with N.J.A.C. 6A:16-11. A student's refusal to comply with the terms of this policy or the procedures hereunder shall be treated as a policy violation and handled in accordance with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.1(c)(2).

Participation in all extracurricular and/or co-curricular activities including athletics, prom, graduation and all other school activities will be denied until the student complies with this policy and these procedures.

Any student who does not comply with these procedures shall be immediately suspended for a period not to exceed 10 days. In such a case, the student shall not return to school until they provide proof of a negative drug screen and a copy of the report from the student's alcohol/drug assessment.

Student's Immediate Return to School

The student may temporarily return to school after being sent for the immediate medical examination upon presentation of:

- a. The Physician's Report (pending the results of any lab work within 24 hours) including the date and time from the examining physician which certifies that the student's alcohol or drug use does not interfere with the student's mentally or physical ability to perform in school; or
- b. Evidence that an immediate medical examination complying with the Board's requirements for same has been completed within the appropriate time frame.

Upon the school's receipt of the foregoing, the student will be re-admitted the next school day until receipt of the Physician's Assessment Form.

A student who receives a negative result from the medical examination shall be returned to school immediately.

Positive Results

A student who receives a positive drug screen as a result of the medical examination:

- a. Shall meet with the Principal, or their designee, their parent/guardian if requested, and the SAC;



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- b. Shall be immediately suspended in accordance with the terms of this policy; and
- c. Will be required to undergo an alcohol/drug assessment at an approved facility/professional, within five (5) days of being sent for the medical examination to determine the extent of the student's alcohol/drug use and/or abuse. The individual/agency performing the alcohol/drug assessment shall issue a report of their findings which shall include recommendations and/or options for Treatment, if applicable.

Thereafter, the student will be permitted to return to school upon the Board's receipt of the following:

- a. Evidence of a negative urine screen. The student must present evidence of a negative urine screen which shall meet or exceed the Board's criteria for the initial medical examination and includes assurances of the procedures utilized to obtain a clean urine/blood sample. Any results provided must include the same metabolic panel screen for substances with additional screens for Expanded Opiates, Steroids, and Ecstasy. This screen must also test for adulterants. Subsequent urine/blood screens shall be at the parent/guardian expense.
- b. A copy of the alcohol/drug assessment report. If the student is referred for Treatment, the selection of a treatment or evaluation facility shall be done by the parent/guardian and any expenses associated therewith shall be borne by the parent/guardian.
 - 1. The parent/guardian will be given a list of approved facilities from which to select their referral. Treatment must be approved by an agency or professional appropriately trained and certified by the NJ State Board of Examiners to provide substance abuse/chemical dependency services.
 - 2. The Student Assistance Coordinator may act on parent/guardian's behalf by contacting their program of choice.
- c. A signed release to permit the exchange of confidential information between school personnel and the appropriately licensed agency or professional who will be providing Treatment to the student.

Intervention & Treatment



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1. If a student will be absent from school due to Treatment for alcohol/drug dependency, the Student Assistance Coordinator shall:
 - a. Notify the building Principal, Vice Principal, Director of Guidance, Guidance Counselor, Nurse and Child Study Team member when appropriate.
 - b. Contact the Treatment facility to verify the student is in treatment for alcohol/drug dependency.
 - c. Arrange for the student to receive home instruction upon receipt of written verification from the Treatment facility that the student is presently under their care and advising as to the duration of the expected absence. The student's attendance shall be recorded in the same manner as any other student receiving home instruction for medical purposes
2. Participation in the in-school educational program simultaneously with Treatment will be at the discretion of the Principal with input from the Student Assistance Coordinator and the Treatment agency. The District may predicate a student's return to the in-school educational program upon the student's participation in their recommended Treatment program provided that continued participation in the Treatment program is documented.
3. Upon the student's successful completion of Treatment for alcohol/drug dependency:
 - a. Parents will provide a letter from the Treatment program stating that the student is physically and mentally able to return to school and outlining any aftercare plans/recommendations.
 - b. The student will meet with the Student Assistance Coordinator to establish a program for the school setting. This plan may include:
 - (1) Meetings with the Student Assistance Coordinator for counseling.
 - (2) Education on alcohol/drug dependency.
 - (3) Family meetings to ensure compliance with the Treatment facility's discharge plan.
 - (4) Compliance with any recommended aftercare programs.
 - (5) Referral to self-help support groups.



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- (6) Referral to child study team for evaluation for eligibility for special education programs.
 - (7) Meetings with the student's teachers.
4. Students who refuse to enroll/participate in or complete a recommended Treatment program shall be considered to be in violation of this policy. Parents/guardians who refuse to assure their child's attendance at such programs will be deemed in violation of N.J.S.A. 18A:40A-1 and may be reported to the Division of Child Protection & Permanency.

Reporting and Examination of Students Under the Influence of Performance Enhancing Substances ("PES")

1. In the event that any teacher staff member, certified or non-certificated nurse or other educational personnel has reason to believe that a student has used or may be using PES, that person must report the matter as soon as possible to the Principal (or the Principal's designee), and either the certified or non-certified nurse or school physician and the Student Assistance Coordinator.
2. The Principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange for the student's immediate medical examination by a physician licensed to practice medicine or osteopathy to determine whether the student has been using PES.
3. The Superintendent or their designee may, but need not, disclose to law enforcement authorities the identity of a student suspected or found to have used or who may be using anabolic steroids. The Superintendent or their designee shall disclose to law enforcement authorities the identity of any student reasonably believed to be in possession of PES or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving such substances.
4. The Physician's Report and Physician's Assessment Form (as provided by the District) shall be furnished by the examining physician to the student's parent/guardian, the Principal and/or the Superintendent.
5. If it is determined that the student has used PES, the student shall be sent for an appropriate drug assessment to determine the extent of the student's involvement with and use of PES and possible need for referral for treatment. The District shall provide the identities of such facilities or professionals who are appropriately credentialed to perform such assessments. Other



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facilities/professionals may be considered provided they meet the District's criteria for licensure and hold the necessary credentials. The report of the assessment shall provide recommendations for Treatment, if appropriate.

6. In the event that Treatment is recommended, the Student shall be referred to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b) and shall undergo such Treatment as is recommended through the drug assessment.
7. Students who are referred under this policy shall be subject to the discipline and remaining procedures set forth herein.

Discipline

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe and warrant additional and further disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

- a. Being under the influence of alcohol or other drugs, possession, use or inducing others to use alcohol or drugs.
 1. First Offense: Out of school suspension for up to five (5) days and suspension from all extra-curricular activities/athletics for five full days after the student's return to school. Reinstatement to extra-curricular/athletic activities will be in accordance with school district policies.
 2. Second Offense: For a second offense in the same academic year, an out of school ten day suspension will be imposed including suspension from all extra-curricular/athletic activities as set forth above.
 3. Additional Offenses: All subsequent offenses will be handled in a progressive manner. Discipline will include any or all of the above-mentioned procedures including suspension, possible alternative school placement, and/or expulsion.

A student's offenses are cumulative from year to year while in attendance in the Nutley School District.

- b. Distribution. A student who is found to have been in possession of a controlled drug with intent to distribute shall be suspended until the next Board meeting when a recommendation for expulsion shall be made.



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- c. Discipline for a student's or parent's refusal to comply with this policy and these procedures is as set forth herein.

Students Voluntarily Seeking Help for Drug/Alcohol Related Problems

Students are encouraged to seek help for problems with or related to substance use. Student Assistance Coordinators are provided for direct assistance or confidential referral for students seeking help with substance use/abuse or other problems related to their substance use, or use by someone in a close relationship with them.

Assistance shall be available for students who experience difficulties with substance use, abuse, or related problems. If a student comes forward and seeks assistance, he/she shall be referred to the Student Assistance Coordinator who shall be available for counseling and referral for further evaluation and treatment. The student's right to confidentiality shall be protected in accordance with 42 C.F.R. Part 2 and N.J.A.C. 6A:16-6.5 except as specifically set forth therein. The Student Assistance Coordinator shall be responsible for informing the student of their rights to confidentiality and limits thereon. Students who seek assistance shall maintain full educational benefits.

All Student Assistance Program documents will be confidential and kept separate and apart from general student files.

Nothing contained herein shall preclude consultation by the Student Assistance Coordinator with those individuals having educational responsibility for the student in conformance with 42 C.F.R. Part 2 or N.J.A.C. 6A:16-6.5.

A student who voluntarily seeks assistance from a Student Assistance Counselor is not exempt from this policy. Any staff who suspects a student may be under the influence or who is found to be in possession of such substances, while on school property or at a school-sponsored event, shall be reported in accordance with these procedures.

Children of Alcoholics and from Chemically Dependent Families

Children who are identified as having parents, guardians, or family members with active alcoholism, substance abuse, or chemical dependency shall receive support services in the form of individual or group counseling, referral to community services, and referral to programs available within the school or community. The following guidelines are provided for handling these matters:



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1. Students at all levels shall be apprised of the confidentiality regulations prior to disclosing information to any Student Assistance Coordinator.
2. Students who self-disclose family alcohol/drug dependency will be provided support services; however, staff members shall be alerted to the potential for a referral to the Division of Child Protection and Permanency.
3. The Confidentiality Regulations are automatically waived in cases where any form of child abuse exists.
4. Parents/guardians with alcohol/drug dependency issues who request assistance for such problems will be provided with appropriate alcohol/drug dependency information and resources for assistance.
5. Parents/guardians who have been informed of detrimental effects resulting from a family member's alcohol/drug use and fail to take appropriate action shall be referred to the Division of Child Protection and Permanency.

Confidential Consultation with Parents Without a Student's Knowledge

1. Parents/guardians may contact the Student Assistance Coordinator and receive confidential voluntary consultation for concerns about a student's possible substance abuse without informing the student of such contact. The information obtained by the Student Assistance Coordinator during this meeting shall remain confidential and shall not be used for disciplinary action against the student.
2. Parents and/or guardians may request assistance in referrals, assessments and laboratory testing from the Student Assistance Coordinator.

Suspected Use of Substances Off Campus

The Nutley School District seeks to identify and assist students whose drug or alcohol use negatively impacts the student's school performance or behavior regardless of when it occurs.

If a staff member comes into possession of information relative to non-school related functions involving substance use by students, the staff member shall:

- a. Determine the reliability of the information and shall notify the building administrator and Student Assistance Coordinator of any incidents which the staff member reasonably believes to have occurred.



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- b. The building administrator shall determine whether a referral to law enforcement is required.
- c. The Student Assistance Coordinator may contact a student suspected to have engaged in off-campus substance use. The contents of this meeting will remain confidential; however, the Student Assistance Coordinator may contact the parent/guardian of the student(s) involved to advise of any concerns regarding the student's suspected off campus substance use.
- d. If the off-campus conduct causes a substantial disruption of school operations, pupils may be disciplined in accordance with law.

Possession or Distribution of Alcohol and/or Other Drugs

Students are prohibited from possessing, consuming, selling, transferring or distributing drugs/alcohol or paraphernalia in any form while at school, on school grounds, attending a school-related function on or off campus, and coming to and going from school and/or school-sponsored activities.

1. When a student is found to be in possession of any quantity of illegal substances, drugs, or alcohol on school grounds or at a school activity or on a school-provided mode of transportation or school-related trip, the administrator in charge shall contact the police to investigate.
2. An investigation shall be conducted immediately by the Principal/designee or school officer that may include a search of the student's person, possessions, effects or school lockers in accordance with Policy 5570.
3. The Principal/school officer conducting the search shall confiscate and secure any substance believed to be a controlled substance which is found in the pupil's possession.
4. Students found in possession of substances will be sent for an immediate medical examination as set forth above.
5. If a student is found to be involved in possession, sale, purchase, or transfer of drugs/alcohol and/or paraphernalia on school property or at a school function or within the Drug Free School Zone, the Principal or designee shall:
 - a. Notify local law enforcement personnel;
 - b. Notify the student's parents;
 - c. Arrange for the immediate medical examination of the student in accordance with these procedures.



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- d. Notify the Superintendent of schools.
- e. Notify the Student Assistance Coordinator.

I&RS/Child Study Team

A student experiencing substance use/abuse problems may be eligible for school-based intervention and services to remediate a disability which has negatively impacted a student's education or school based functioning. It is anticipated that the Student Assistance Coordinator will work collaboratively with members of the I&RS Team and, if appropriate, the Child Study Team, to ascertain whether the student is an appropriate candidate for referral and possible evaluation. Information shall be made available to members of these groups who have a need for the information in connection with their duties. In such cases, the regulations governing confidentiality shall apply to such individuals.

Classified students are not exempt from the Substance Abuse Policy and Procedures however removals of classified students shall be made in accordance with N.J.A.C. 6A:14-2.8

Adopted: 03 May 2004
Revised: 25 January 2010
Revised: 27 January 2014



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Pupil Smoking

5533-PUPIL SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purpose of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by pupils at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance



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with the district's Pupil Discipline/Code of Conduct and may be subject to fines in accordance with law.

In the event a pupil is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

[Optional

A pupil found to have violated this Policy and the law may be required to participate in additional educational programs to help the pupil understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.]

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage pupils from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 18A:40A-1
N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 27 January 2014



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Advertising on School Buses

6164 ADVERTISING ON SCHOOL BUSES

The Board of Education authorizes the sale of advertising space on the exterior of school buses that are owned or leased by the Board in accordance with the provisions of N.J.S.A. 18A:39-31 and N.J.A.C. 6A:27-7.10, 7.11, and 7.12.

The Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., shall apply to any contract or agreement entered into by the Board for the purpose of placing advertisements on school buses.

All advertisements shall require the prior approval of the Board of Education. The advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board. In the event the advertiser fails to provide service in accordance with the bid specifications and contract for advertisements, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of advertiser's performance bond may result.

The Board of Education reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Fifty percent of the funds generated from the placement of advertisements on the outside of school buses shall be used to offset fuel costs associated with the provision of pupil transportation services and fifty percent shall be used to support any programs or services deemed appropriate by the Board.

The Board of Education will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other specifications for advertisements the Board deems appropriate. All advertisements shall be in accordance with New Jersey Motor Vehicle Commission (NJMVC) regulations and shall not prevent the school bus from passing the NJMVC required inspections for school buses.

In accordance with the provisions of N.J.A.C. 6A:27-7.11, the Board will not accept



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advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;
3. Promotes unlawful or illegal goods, services, or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;
6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Resembles a traffic control device;
8. Declares or implies an endorsement by the Board of Education; or
9. Is political, religious, issue-related, controversial in nature, or not age appropriate.

The Board of Education will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The Board has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the Board of Education, the school district, or pupils.

A Board of Education that permits advertisements on school buses shall submit a report to the Commissioner of Education no later than June 30 each year. The report shall include the number of district-owned school buses upon which advertising has been placed, the length of time the advertisements have been on the school buses; and the total revenue earned by the school district as a result of the advertisements.

N.J.S.A. 18A:39-31
N.J.A.C. 6A:27-7.10; 6A:27-7.11; 6A:27-7.12

Adopted: 27 January 2014



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Contracts for Goods and Services Funded
by Federal Grants

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.

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

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

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

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

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

Federal Acquisition Regulations (FAR) Subpart 9.4

Adopted: 27 January 2014



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Financial Reports

6820- FINANCIAL REPORTS

The Board of Education directs the School Business Administrator/Board Secretary and the Treasurer of School Moneys, or designee, to make such accurate and timely reports to county, State, and Federal offices as required by law and rules of the State Board of Education. In addition, the School Business Administrator/Board Secretary and Treasurer, or designee, shall report to the Board on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education. There shall be a common terminology and classification system used consistently throughout the budget, the accounts, and the financial reports of each fund. The district will establish and implement an adequate internal control structure and procedures for financial reporting.

The School Business Administrator/Board Secretary shall prepare monthly financial statements, reports of financial condition, operating results, and other pertinent information in accordance with directions issued by the Commissioner of Education, to facilitate management control of financial operations, legislative oversight and, where necessary or desired, for external reporting purposes.

In the event the Board has approved a budget with an expanded coding structure, the School Business Administrator/Board Secretary shall present the financial report in two forms. One form shall use the minimum level chart of accounts established by the State Department of Education and the other shall use the expanded chart of accounts approved by this Board in accordance with Policy No. 6220.

If no line item account has encumbrances and expenditures that in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a), the School Business Administrator/Board Secretary shall so certify to the Board each month. If a violation has occurred, corrective action as outlined in N.J.A.C. 6A:23A-16.10(c)3.i shall be taken by the Board.

The Board of Education, after review of the monthly financial reports and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the Board is unable to make such a certification, the Superintendent of Schools shall initiate the steps outlined in N.J.A.C. 6A:23A-16.10(b) and shall reflect such directive in the minutes of the Board. If the Board makes such certification but one or more Board members vote no to the certification, the Board



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shall provide to the Executive County Superintendent the Board vote, names of the members that voted no, and the reason for the no vote.

If the reports of the School Business Administrator/Board Secretary and the Treasurer differ in cash receipts or expenditures, the School Business Administrator/Board Secretary shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor. In the event the School Business Administrator/Board Secretary is more than two months behind in submitting the financial report to the Board pursuant to N.J.S.A. 18A:17-9, the Superintendent of Schools shall report this non-compliance to the Executive County Superintendent.

N.J.S.A. 18A:17-9; 18A:17-36

N.J.S.A. 54:4-75

N.J.A.C. 6A:23A-16.2; 6A:23A-16.9; 6A:23A-16.10

Cross reference: Policy Guide No. 1320

Adopted: 03 May 2004

Revised: 27 January 2014

