

## Policy List

**First Reading: Wednesday, February 25, 2026**

Policy/Regulation	Policy/Regulation Title
<b>Abolish the Following Policies &amp; Regulations</b>	
Policy #1522	School Level Planning- ABOLISH
Policy #2461	Special Education Receiving Schools- ABOLISH
Policy #3431	Uncompensated Leave- ABOLISH
Policy #7430	School Safety- ABOLISH
Regulation #2461	Special Education/Receiving Schools- ABOLISH
Regulation #2461.01	Special Education/Receiving Schools- IEP Implementation- ABOLISH
Regulation #2461.02	Special Education/Receiving Schools- Suspension- ABOLISH
Regulation #2461.03	Special Education/Receiving Schools- Student Records- ABOLISH
Regulation #2461.04	Special Education/Receiving Schools- Related Services- ABOLISH
Regulation #2461.05	Special Education/Receiving Schools- IEP Compliance- ABOLISH
Regulation #2461.06	Special Education/Receiving Schools- Certified/Licensed Staff- ABOLISH
Regulation #2461.07	Special Education/Receiving Schools- Term. Of Placement- ABOLISH
Regulation #2461.08	Special Education/Receiving Schools- In-Service Training- ABOLISH
Regulation #2461.09	Special Education/Receiving Schools- Statewide/District- Wide Assessment Programs- ABOLISH
Regulation #2461.10	Special Education/Receiving Schools- Full Educational Opportunity- ABOLISH
Regulation #2461.11	Special Education/Receiving Schools- Staff Consultation- ABOLISH
Regulation #2461.12	Special Education/Receiving Schools- Length of School Day and Academic Year- ABOLISH
Regulation #3223.1	Evaluation of Nontenured Administrators- ABOLISH
Regulation #3223.2	Evaluation of Tenured Administrators- ABOLISH
Regulation #3432	Sick Leave- ABOLISH
Regulation #7410	Maintenance and Repair- ABOLISH
Regulation #7430	School Safety- ABOLISH
Regulation #8540	Free and Reduced Meals- ABOLISH

# POLICY

## WINSLOW TOWNSHIP BOARD OF EDUCATION

Administration  
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SCHOOL-LEVEL PLANNING (M)

### 1522 SCHOOL-LEVEL PLANNING (M)

#### M

The Board of Education recognizes the T&E mandate for a school level planning process that involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

#### School Report Card

The Board directs the compilation, no later than September 30 each year, of a profile of each school that includes as a minimum the statistical information specified by the State Department of Education.

The School Report Card of a school shall be distributed to the staff members assigned to that school and the parent(s) or legal guardian(s) of pupils enrolled in that school. The profiles of all district schools shall be made available to the media and to members of the public at a public meeting of the Board.

#### School Based Planning Team

A planning team shall be established in each district school and shall be responsible for the development and implementation of the school-level plan.

The planning team shall be comprised of the Principal, teaching staff members, and parent(s) or legal guardian(s) of pupils enrolled in the school. Team members other than the Principal shall each serve for a term of two years.

Teaching staff members shall be appointed by the Principal.

Parent team members shall be appointed by the Principal.

The school planning team shall review the school report card and other relevant school planning materials supplied by the Superintendent. The team shall be supplied on request with such additional materials and information it deems appropriate and necessary to its work, subject to limitations on access to pupil records established by law and Policy No. 8330.

#### School-level Plan



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SCHOOL-LEVEL PLANNING (M)

The school-level plan shall be developed annually. The plan shall include two or more pupil performance objectives and a review of progress by teaching and administrative staff toward the achievement of objectives established in the previous school-level plan. The school planning team shall submit the plan to the Superintendent no later than June 30.

The annual school-level plan shall be reviewed at least once each semester in meetings arranged and conducted by the school planning team. Review meetings shall be conducted by grade level, department, team, or in similarly appropriate groupings. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.

### Pupil Performance Objectives

The school planning team shall develop two or more objectives based on pupil performance or behavior standards. The objectives shall cover a period of not more than two years.

If pupil performance is below minimum State standards, the planning team shall establish objectives to meet those standards. Benchmarks, or interim performance levels, shall be set to measure the school's progress toward the achievement of State minimum standards.

If pupil performance meets or exceeds minimum State standards, the planning team shall establish challenge objectives.

The Superintendent shall, no later than August 1 each year, submit each school's objectives to the County Superintendent for review and approval.

N.J.A.C. 6:8-2.4

Adopted: 03 March 2010



# POLICY

## WINSLOW TOWNSHIP BOARD OF EDUCATION

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### SPECIAL EDUCATION/RECEIVING SCHOOLS (M)

#### 2461 SPECIAL EDUCATION/RECEIVING SCHOOLS (M)

#### M

To demonstrate compliance with N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act, the Board adopts policies and regulations/procedures that are required. These policies and 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 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.
  - a. Procedures regarding the pupil's IEP shall be developed and implemented to ensure that the receiving school determines whether the pupil's IEP can be implemented in that setting prior to accepting the pupil [N.J.A.C. 6A:14-7.5(b)1]; and
  - b. The pupil's teacher and, if appropriate, the pupil and other representatives of the receiving school will participate in meetings according to N.J.A.C. 6A:14-2.3(i)2.
2. The receiving school will collaborate with the sending district Board of Education in the provision of a free, appropriate public education for the population served including pupils with disabilities who are suspended.
  - a. Procedures regarding the provision of a free, appropriate public education to pupils with disabilities who are suspended will be developed and implemented to ensure that school officials responsible for implementing suspensions/expulsions in the receiving school are identified.
  - b. Each time a pupil with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager of the sending district.
  - c. A system will be in place to track the number of days a pupil with disabilities has been removed for disciplinary reasons.



### SPECIAL EDUCATION/RECEIVING SCHOOLS (M)

- d. Suspension from transportation is counted as a day of removal if the pupil does not attend school.
- e. Removal for a portion of the school day is counted proportionately.
- f. If the receiving school has an in-school suspension program, participation in the program is not counted as a day of removal if the program provides the following:
  - (1) Opportunity for the pupil to progress in the general curriculum;
  - (2) Services and modifications specified in the pupil's IEP;
  - (3) Interaction with peers who are not disabled to the extent they would have interaction with in the current placement; and
  - (4) The pupil is counted as present for the time spent in the in-school suspension program.
- g. When a series of short-term removals will accumulate to more than ten school days in the year:
  - (1) School officials of the receiving school and the sending district case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(b)2;
  - (2) Written documentation of the consultation between school officials and the case manager of the sending district will be maintained;
  - (3) If it is determined there is no change in placement, school officials and, the case manager of the sending district and special education teacher will consult to determine the extent to which services are necessary to:
    - (a) Enable the pupil to progress appropriately in the general education curriculum; and



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## WINSLOW TOWNSHIP BOARD OF EDUCATION

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### SPECIAL EDUCATION/RECEIVING SCHOOLS (M)

- (b) Advance appropriately toward achieving the goals set out in the pupil's IEP.
    - (4) Written documentation of the consultation and services provided will be maintained.
  - h. Steps will be in place to review the behavioral intervention plan and if necessary convene the IEP team as required according to N.J.A.C. 6A:14 Appendix D, 34 C.F.R. §300-520(c)(1) and (2).
3. The compilation, maintenance, access to and confidentiality of pupil records will be in accordance with N.J.A.C. 6:3-6.
    - a. The IEP will be accessible to each teacher or service provider in accordance with N.J.A.C. 6A:14-3.7(a)2.
    - b. All pupil records will be returned to the sending district within fifteen calendar days of a pupil's last day of enrollment.
  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).
  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.
    - a. If a change in the delivery of special education or related services is necessary due to a change in personnel or pupil need, the receiving school will contact the sending district to convene an IEP team meeting to review and, if appropriate, revise the IEP.
  6. All personnel serving pupils with disabilities will be appropriately certified and licensed where a license is required as stated in N.J.A.C. 6:11.
  7. The receiving school will terminate the placement of a pupil with disabilities according to N.J.A.C. 6A:14-7.7(a) and (a)1.
  8. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services will



### SPECIAL EDUCATION/RECEIVING SCHOOLS (M)

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 district will, if appropriate, adopt promising practices, materials and technology;
- d. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities;
- e. Provide for joint training activities of parents and special education, related services and general education personnel; and
- f. Procedures shall be developed and implemented to ensure that the training needs of paraprofessionals, professionals and parents of pupils with disabilities in the five specified areas are identified and met.

Adopted: 03 March 2010



# POLICY

## WINSLOW TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members  
3431/Page 1 of 1  
UNCOMPENSATED LEAVE

### 3431 UNCOMPENSATED LEAVE

The Board of Education recognizes, under certain circumstances, that the interests of the school district and of an individual employee may be served by the employee's extended absence from the school district for a purpose other than disability.

Except as may be otherwise provided by negotiated agreement, the Board reserves the right to establish the conditions under which uncompensated leaves of absence may be taken. An extended leave of absence may be granted for the purpose of study, child care, recuperation, a special work assignment, or such other purpose as will tend to serve the best interests of the school district. No leave will be granted for a period of time longer than one school year, but may be extended following annual consideration by the Board to a maximum of two years.

The Board reserves the right to require that the commencement and termination of an extended leave be such as to cause the least interruption to the instructional program of the schools. Wherever possible, partial year leaves of absence will begin and end at a division in the academic calendar and will cause not more than one interruption in teaching continuity during the school year in which the leave is taken.

A person absent from district service on an extended leave of absence does not enjoy a direct employment relationship with the Board, and the period of the leave will not accrue toward tenure and seniority, except as expressly permitted by law. No such person will receive compensation or benefits during the period of the leave.

Whenever possible, an uncompensated leave of absence will be granted for a time certain. When an employee cannot foretell the date on which the leave will terminate, the employee shall inform the Board not less than six weeks in advance of the anticipated date of return to district employment.

A change in the purpose of a leave which has been granted must be reported to the Superintendent. The Board reserves the right to terminate any uncompensated leave of absence for which the purpose has been altered by the employee without permission.

At the expiration of the uncompensated leave of absence, the employee may return to district employment in a position for which he/she is appropriately certified.

Adopted: 03 March 2010



# POLICY

## WINSLOW TOWNSHIP BOARD OF EDUCATION

Property  
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SCHOOL SAFETY (M)

### 7430 SCHOOL SAFETY (M)

#### M

The Board of Education recognizes that it is required by law to take measures for the safety of pupils and district employees.

The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices where they are required by law for the safety of pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

The Superintendent shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, users of school vehicles, pupils in transit to and from school, injured pupils and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Superintendent is directed to instruct teaching staff members in proper safety precautions.

N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2

N.J.S.A. 40:67-16.7

N.J.A.C. 6A:16-1.4; 6A:26-12.5

Adopted: 14 April 2010



# REGULATION

## WINSLOW TOWNSHIP BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING DISTRICTS (M)

### ABOLISH – 02/25/2026

#### R 2461 SPECIAL EDUCATION/RECEIVING DISTRICTS (M)

##### M

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq. and the following special education regulations:

- R 2461.01 Special Education/Receiving Schools – IEP Implementation (M)
- R 2461.02 Special Education/Receiving Schools –Suspension (M)
- R 2461.03 Special Education/Receiving Schools – Pupil Records (M)
- R 2461.04 Special Education/Receiving Schools – Special Education and Related Services (M)
- R 2461.05 Special Education/Receiving Schools – IEP Compliance (M)
- R 2461.06 Special Education/Receiving Schools–Highly Qualified and Appropriately Certified Staff (M)
- R 2461.07 Special Education/Receiving Schools – Termination of Placement (M)
- R 2461.08 Special Education/Receiving Schools – In-Service Training (M)
- R 2461.09 Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs (M)
- R 2461.10 Special Education/Receiving Schools Full Educational Opportunity (M)
- R 2461.11 Special Education/Receiving Schools – Staff Consultation (M)
- R 2461.12 Special Education/Receiving Schools –Length of School Day & Academic Year (M)

##### Definitions:

Refer to N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act for definitions of terms used in Regulations 2461.01 through 2461.12.

Revised: 14 May 2014



## ABOLISH – 02/25/2026

### R 2461.01 SPECIAL EDUCATION/RECEIVING SCHOOLS- IEP IMPLEMENTATION

#### M

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.

#### A. Procedures For Ensuring The Pupil's Individualized Education Program (IEP) Can Be Implemented

1. The following procedures will be used to ensure the pupil's IEP can be implemented in the receiving school setting prior to accepting the pupil (N.J.A.C. 6A:14-7.5(b)1):
  - a. The school Child Study Team in the receiving school will review the IEP.
  - b. The receiving school will only accept the pupil if the receiving school Child Study Team determines the pupil's IEP can be implemented. The receiving school will not accept the pupil if the sending school Child Study Team determines the receiving school cannot implement the IEP.

#### B. IEP Meetings According to N.J.A.C. 6A:14-2.3(k)2

1. The pupil's teacher and, if appropriate, the pupil and other representatives of the receiving school, will participate in IEP team meetings according to N.J.A.C. 6A:14-2.3(k)2.

Issued: 03 March 2010

Revised: 14 May 2014



## ABOLISH – 02/25/2026

### R 2461.02 SPECIAL EDUCATION/RECEIVING SCHOOLS – SUSPENSION/EXPULSION

#### **M**

The receiving school will collaborate with the sending district Board of Education to ensure that 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 including pupils with disabilities who are suspended from school.

#### **A. Procedures For Collaboration For Pupils With Disabilities Including Pupils With Disabilities Who Are Suspended From School**

1. The Building Principal is responsible for implementing suspensions in the receiving school.
2. Each time a pupil with a disability is removed from his/her current placement for disciplinary reasons, the Administrator/Case Manager of the receiving school will notify the case manager of the sending district.
3. The Building Principal or his/her designee will have a system in place to track the number of days a pupil with disabilities has been removed for disciplinary reasons.
4. Suspension of a pupil with a disability from transportation will be counted as a day of removal if the pupil does not attend school.
5. Removal of a pupil with a disability for a portion of the school day will be counted proportionately.
6. If the receiving school has an in-school suspension program, participation in the in-school suspension program will not be counted as a day of removal if the program provides the following:
  - a. An opportunity for the pupil to progress in the general curriculum;
  - b. Services and modifications specified in the pupil's IEP;



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SPECIAL EDUCATION/RECEIVING SCHOOLS –  
SUSPENSION/EXPULSION

- c. Interaction with peers who are not disabled to the extent they would have interaction in the current placement; and
  - d. The pupil is counted as present for the time spent in the in-school suspension program.
7. When a series of short-term removals will accumulate to more than ten school days in \_\_\_\_\_ the year:
- a. Personnel from the receiving school, officials of the sending district, and the \_\_\_\_\_ sending district case manager will consult to determine whether the \_\_\_\_\_ removals constitute a change in \_\_\_\_\_ placement. (N.J.A.C. 6A:14-2.8(c)2) The determination of whether a series of removals constitute a change in \_\_\_\_\_ placement is made by the public sending \_\_\_\_\_ school district officials;
  - b. Written documentation of the consultation between officials of the sending district, personnel from the receiving school, and the case manager of the sending district will be maintained by both the sending district and the receiving school;
  - c. If it is determined that there is no change in placement, school officials of the sending district, the case manager of the sending district, and special education teacher at the receiving school will consult to determine the extent to which services are necessary to:
    - (1) Enable the pupil to participate and progress appropriately in the general education curriculum; and
    - (2) Advance appropriately toward achieving the goals set out in the pupil's IEP.
  - d. Written documentation of the consultation and services provided will be maintained by the sending district.

Revised: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – PUPIL RECORDS

**ABOLISH – 02/25/2026**

R 2461.03 SPECIAL EDUCATION/RECEIVING SCHOOLS – PUPIL RECORDS

**M**

The school district will comply with the requirements for pupil records in accordance with the provisions as outlined in N.J.A.C. 6A:32-7 - Student Records.

Issued: 03 March 2010

Revised: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – SPECIAL EDUCATION  
AND RELATED SERVICES

**ABOLISH – 02/25/2026**

R 2461.04 SPECIAL EDUCATION/RECEIVING SCHOOLS – SPECIAL  
EDUCATION AND RELATED SERVICES

M

The school district will comply with the requirements for special education and related services at no cost to the parent of a special education pupil in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.1(d) and 6A:14-7.5(b)3.

Adopted: 14 May 2014



## ABOLISH – 02/25/2026

### R 2461.05 SPECIAL EDUCATION/RECEIVING SCHOOLS – IEP COMPLIANCE

#### M

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.

#### A. Procedures To Ensure The Provision Of Services Required By The Individualized Education Program (IEP)

1. If a change in the delivery of special education or related services is necessary due to a change in personnel or pupil need, the receiving school will contact the sending district to convene an IEP team meeting to review and, if appropriate, revise the IEP.

Issued: 03 March 2010

Revised: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – HIGH QUALIFIED AND  
APPROPRIATELY CERTIFIED STAFF

**ABOLISH – 02/25/2026**

R 2461.06 SPECIAL EDUCATION/RECEIVING SCHOOLS – HIGH QUALIFIED  
AND APPROPRIATELY CERTIFIED STAFF

**M**

The school district will comply with the requirements that all personnel serving pupils with disabilities be highly qualified and appropriately certified and licensed, where a license is required, in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.2(b)13.

Adopted: 14 May 2014



## ABOLISH – 02/25/2026

### R 2461.07 SPECIAL EDUCATION/RECEIVING SCHOOLS – TERMINATION OF PLACEMENT

#### M

The school district will comply with the requirements for termination of a pupil's placement in accordance with the provisions as outlined in N.J.A.C. 6A:14-7.7(a) and (b).

- A. When considering the termination of a student's placement prior to the end of the school year by the receiving school shall immediately notify the sending district. The district Board of Education shall immediately convene an IEP within 10 days of the notification. At the IEP meeting, the IEP team shall review the current IEP and determine the student's new placement. All procedural timelines must be in accordance with 6A-14-7.7
- B. When the district Board of Education is considering the withdrawal of a student with a disability from a receiving school prior to the end of the student's academic year, the district Board of Education shall convene an IEP meeting, including appropriate personnel from the receiving school. The meeting must be held within 10 days and a new placement provided within 10 days of the IEP meeting.
- C. Prior to a parent withdrawing a student with a disability from a receiving school, the parent shall request that the district's Board of Education convene an IEP meeting according to N.J.A.C. 6A:14-2.3(K)
- D. A student with a disability placed in a receiving school by the district Board of Education shall receive a diploma from the district Board of Education if the requirements of N.J.A.C. 6A:14-4.11 are met.

Adopted: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
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SPECIAL EDUCATION/RECEIVING SCHOOLS – IN-SERVICE TRAINING

**ABOLISH – 02/25/2026**

R 2461.08 SPECIAL EDUCATION/RECEIVING SCHOOLS – IN-SERVICE  
TRAINING

## M

The school district will comply with the in-service training needs for professional and paraprofessional staff who provide special education, general education, or related services as these staff members will be identified and appropriate in-service training will be provided in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.2(b)14.

Issued: 03 March 2010

Adopted: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – STATE-WIDE AND  
DISTRICT-WIDE ASSESSMENT PROGRAMS

**ABOLISH – 02/25/2026**

R 2461.09 SPECIAL EDUCATION/RECEIVING SCHOOLS – STATE-WIDE AND  
DISTRICT-WIDE ASSESSMENT PROGRAMS

**M**

The school district will comply with the requirements for Statewide and district-wide assessments in accordance with the provisions as outlined in N.J.A.C. 6A:14-4.10.

Adopted: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
**BOARD OF EDUCATION**

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SPECIAL EDUCATION/RECEIVING SCHOOLS – FULL EDUCATIONAL  
OPPORTUNITY

**ABOLISH – 02/25/2026**

R 2461.10 SPECIAL EDUCATION/RECEIVING SCHOOLS – FULL EDUCATIONAL  
OPPORTUNITY

**M**

The school district will comply with the requirements for full educational opportunity in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.1.

Adopted: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – STAFF CONSULTATION

**ABOLISH – 02/25/2026**

R 2461.11 SPECIAL EDUCATION/RECEIVING SCHOOLS – STAFF  
CONSULTATION

**M**

The school district will comply with the requirements for staff consultation in accordance with the provisions as outlined in N.J.A.C. 6A:14-4.5(d).

Adopted: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
**BOARD OF EDUCATION**

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SPECIAL EDUCATION/RECEIVING SCHOOLS – LENGTH OF SCHOOL  
DAY AND ACADEMIC YEAR

## ABOLISH – 02/25/2026

### R 2461.12 SPECIAL EDUCATION/RECEIVING SCHOOLS – LENGTH OF SCHOOL DAY AND ACADEMIC YEAR

#### **M**

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).

#### **A. Procedures To Ensure The Length Of The School Day And Academic Year Are As Long As That Established For Nondisabled Pupils**

1. The receiving school will ensure that the length of a school day and academic year is consistent with a sample daily schedule and school calendar from one of their sending school districts and must reflect the appropriate age/grade level for those pupils who attend the receiving school (e.g. elementary, middle, and/or high school).
2. The receiving school will maintain documentation of the school calendar of the sending district, along with the receiving school's calendar, to ensure compliance.
3. The receiving school will maintain documentation of a sample pupil daily schedule from a sending school district, along with a sample of the receiving school's daily schedule, to ensure compliance.
4. The receiving school will not include shortened school days in its daily schedule or calendar unless such days are reflected in the sending school sample daily schedule and/or school calendar.
5. Any shortened school days for an individual pupil will be implemented, as needed on an individual basis, and must be reflected in each pupil's Individualized Education Program (IEP).

Adopted: 14 May 2014



# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
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EVALUATION OF NONTENURED ADMINISTRATORS (M)

## ABOLISH – 02/25/2026

### R 3223.1 EVALUATION OF NONTENURED ADMINISTRATORS (M)

#### M

The observation and evaluation of nontenured administrators will be conducted by appropriate administrative staff members. Evaluation will be conducted in accordance with the following procedures.

#### A. Evaluation Criteria

1. Evaluation criteria for each administrative position will derive from the job description for the position and will relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
  - a. Briefly stated and focused on major criteria of the position,
  - b. Based on observable information rather than on factors requiring subjective judgment,
  - c. Generic, covering a number of specific positions, and
  - d. Written in the same format and in a direct, simple style.
2. Maintenance of administrative job evaluation criteria will be the responsibility of the Superintendent. Evaluation criteria will be reviewed annually, and
  - a. Whenever the corresponding job description is revised, or
  - b. On the request of a single job holder.
3. Each nontenured administrator will be sent a copy of the current evaluation criteria for his/her position annually by the Superintendent. Any revisions thereto shall be provided to each holder of that job within thirty working days of its adoption. Suggested revisions to evaluation criteria by job holders shall be referred initially to the job holder's immediate supervisor for review.



# REGULATION

WINSLOW TOWNSHIP  
**BOARD OF EDUCATION**

TEACHING STAFF MEMBERS

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EVALUATION OF NONTENURED ADMINISTRATORS (M)

## B. Collection of Evaluation Data

Data will be gathered any one or more of the following evaluation methods:

1. Direct observation of the administrator in the course of performing an assigned duty;
2. Review of a product from the administrator that results from the performance of his/her assigned duties;
3. Interviews of the administrator regarding his/her knowledge of assigned duties;
4. Paper and pencil instruments (such as competency tests, pupil surveys, and the like);
5. Audio-visual monitoring of the administrator in the performance of his/her assigned duties; and
6. Reference to previous performance reports.

## C. Observations

1. Nontenured administrators will be evaluated no fewer than three times in every school year and at least once during each semester. A nontenured administrator employed fewer than sixty days in the school year may be observed and evaluated only once during the school year, and a nontenured administrator employed fewer than one hundred twenty days in the school year may be observed and evaluated only twice during the school year.
2. The evaluator shall confer with the administrator at the beginning of each three month period, the first of such periods commencing at the beginning of the school year. They shall together determine the job performance that will be observed. The period of the observation will be appropriate to the performance to be observed and will be conducted in as few separate sessions as possible. The evaluator shall record each separate instance of observation and the activity observed.



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### EVALUATION OF NONTENURED ADMINISTRATORS (M)

3. Wherever possible, multiple observations that focus on different areas of responsibility are desirable. Multiple observations should be spread over time to allow time for improvement.
  4. Each observation will be recorded on a separate form and a copy sent to the nontenured administrator within seventy-two hours prior to the observation conference.
- D. Evaluations
1. A written evaluation of each nontenured administrator in the performance of his/her duties will be prepared before the end of each three-month period during which a nontenured administrator has been evaluated.
  2. In addition to the evaluation following each observation or period of observation, the evaluator shall prepare a written evaluation of each nontenured administrator's total performance as an employee of the school district. This evaluation will be submitted to the administrator sufficiently in advance of the conference to enable the administrator or the Superintendent to amend it. It will be appended to the evaluation based on performance observation and will be presented to the administrator at the conference.
- E. Post Observation Conferences
1. No later than the end of each three-month period of observation, the administrator and the evaluating supervisor shall hold a conference to discuss the evaluation reports prepared in accordance with D1 and D2 above.
  2. The post observation conference will be conducted for the purpose of confirming the accuracy of the material collected, providing a forum for feedback, and providing assistance to the administrator whenever the need for such aid is indicated. In addition, the evaluator must point up the effects of the observation (if any) on the administrator's annual evaluation. Sufficient time should be scheduled for a full discussion of the issues involved.



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### EVALUATION OF NONTENURED ADMINISTRATORS (M)

3. Two copies of the written evaluation will be prepared and both the supervisor and the nontenured administrator shall sign each copy and retain one copy.
  4. If the nontenured administrator so wishes, he/she may prepare a written disclaimer to the evaluation. Any disclaimer will be appended to the evaluation, provided it is received not more than ten calendar days after the conference.
  5. Each observation report will be filed in the administrator's personnel file. A copy will be provided to the administrator within ten working days of the conference.
- F. Annual Performance Conference and Report
1. An annual performance conference will be held with each nontenured administrator by the evaluator who prepared the annual performance report (whenever possible) before the administrator's annual performance report is filed.
  2. The annual performance conference will include a review of the:
    - a. Administrator's performance based upon his/her job description,
    - b. Administrator's progress toward the objectives of his/her Individual Performance Improvement Plan developed at the previous annual conference (if applicable), and
    - c. Available indicators of pupil progress and growth toward their program objectives (if applicable).
  3. The purpose of the annual performance conference is to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time should be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.
  4. The annual performance report will be signed by the evaluator at the time of the conference and by the nontenured administrator within five working



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days of the conference. The signature of the administrator will not necessarily be construed to indicate assent with the report.

5. The administrator shall have up to ten working days following the conference to add material to the report not included by the evaluator.
  6. Each annual performance report shall be filed in the administrator's personnel file. A copy will be provided to the staff member within ten working days of the conference.
- G. Review of Pupil Progress and Growth
1. A review will be conducted, at least annually, of pupil progress and growth in each class, for the purpose of determining whether or not changes in the performance of the administrator or in the program would lead to improved results by the pupils during the subsequent school year.
  2. The review of pupil progress and growth will be made by an evaluator who is familiar with the pupils involved and the school context against indicators previously determined by the administrator and agreed upon by the Superintendent.
  3. A summary of the pupil progress and growth data and its implications will be placed in the administrator's annual performance report. If applicable, the pupil progress and growth report will be one measure of the administrator's annual performance evaluation.
  4. If the review of the pupil data reveals that pupils have not made the progress expected, the supervisor and staff member shall jointly determine what changes should be made to improve pupil performance. Any such changes are subject to approval of the Superintendent before being implemented.
- H. Individual Performance Improvement Plan
1. An Individual Performance Improvement Plan will be prepared annually for each nontenured administrator to correct deficiencies and to continue professional growth. The plan will derive from the applicable evaluation criteria and focus on the most important areas of professional growth for



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### EVALUATION OF NONTENURED ADMINISTRATORS (M)

- each administrator as determined from weaknesses identified in his/her evaluation.
2. The Performance Improvement Plan will be prepared in cooperation with the administrator whenever possible and will include:
    - a. Areas of required growth,
    - b. Methods of achieving that growth,
    - c. A schedule for implementation of those methods, and
    - d. The responsibility of the administrator and the district for implementing the plan.
  3. At the time the Performance Improvement Plan is prepared, a review will also be made of the administrator's efforts to achieve the prior year's plan.
  4. Copies of the Individual Performance Improvement Plan will be placed in the administrator's annual performance report and given to the administrator. The degree to which the administrator achieved the requirements of the previous plan will be a measure of his/her annual performance evaluation.
  5. It is the duty of the administrator to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including dismissal.

Adopted: 03 March 2010



## ABOLISH – 02/25/2026

### R 3223.2 EVALUATION OF TENURED ADMINISTRATORS (M)

#### M

The observation and evaluation of tenured administrators will be conducted by appropriate administrative staff members. Evaluation will be conducted in accordance with the following procedures.

#### A. Evaluation Criteria

1. Evaluation criteria for each administrative position will derive from the job description for the position and will relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
  - a. Briefly stated and focused on major criteria of the position,
  - b. Based on observable information rather than on factors requiring subjective judgment,
  - c. Generic, covering a number of specific positions, and
  - d. Written in the same format and in a direct, simple style.
2. Maintenance of administrative job evaluation criteria will be the responsibility of the Superintendent. Evaluation criteria will be reviewed annually, and
  - a. Whenever the corresponding job description is revised, or
  - b. On the request of a single job holder.
3. Each tenured administrator will be sent a copy of the current evaluation criteria for his/her position annually by the Superintendent. Any revisions will be provided to each holder of that job within thirty working days of its adoption. Suggested revisions to evaluation criteria by job holders will be referred initially to the job holder's immediate supervisor for review.

#### B. Collection of Evaluation Data



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Data will be gathered any one or more of the following evaluation methods:

1. Direct observation of the administrator in the course of performing an assigned duty;
2. Review of a product from the administrator that results from the performance of his/her assigned duties;
3. Interviews of the administrator regarding his/her knowledge of assigned duties;
4. Paper and pencil instruments (such as competency tests, pupil surveys, and the like);
5. Audio-visual monitoring of the administrator in the performance of his/her assigned duties; and
6. Reference to previous performance reports.

C. Observations

1. Tenured administrators will be evaluated at least once during each school year.
2. The evaluator shall confer with the administrator at the beginning of each school year. They shall together determine the job performance that will be observed. The observation period will occupy not less than one hour's time.
3. Each observation will be recorded on a separate form and a copy sent to the tenured administrator within seventy-two hours prior to the observation conference.

D. Evaluations

1. A written evaluation of each tenured administrator in the performance of his/her duties will be prepared within fifteen calendar days of the observation.



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### EVALUATION OF TENURED ADMINISTRATORS (M)

2. In addition to the evaluation following each observation or period of observation, the evaluator shall prepare a written evaluation of each tenured administrator's total performance as an employee of the school district. This evaluation will be submitted to the administrator sufficiently in advance of the conference to enable the administrator or the Superintendent to amend it. It will be appended to the evaluation based on performance observation and will be presented to the administrator at the conference.

#### E. Post Observation Conferences

1. No later than fifteen days after the observation, the administrator and the evaluating supervisor shall hold a conference to discuss the evaluation reports prepared in accordance with D1 and D2 above.
2. The post observation conference will be conducted for the purpose of confirming the accuracy of the material collected, providing a forum for feedback, and providing assistance to the administrator whenever the need for such aid is indicated. In addition, the evaluator must point up the effects of the observation (if any) on the administrator's annual evaluation. Sufficient time should be scheduled for a full discussion of the issues involved.
3. Two copies of the written evaluation will be prepared and both the supervisor and the tenured administrator shall sign each copy and retain one copy.
4. If the tenured administrator so wishes, he/she may prepare a written disclaimer to the evaluation. Any disclaimer will be appended to the evaluation, provided it is received not more than ten calendar days after the conference.
5. Each observation report will be filed in the administrator's personnel file. A copy will be provided to the administrator within ten working days of the conference.

#### F. Annual Performance Conference and Report

1. An annual performance conference will be held with each tenured administrator by the evaluator who prepared the annual performance



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### EVALUATION OF TENURED ADMINISTRATORS (M)

report (whenever possible) before the administrator's annual performance report is filed.

2. The annual performance conference will include a review of the:
  - a. Administrator's performance based upon his/her job description,
  - b. Administrator's progress toward the objectives of his/her Individual Performance Improvement Plan developed at the previous annual conference (if applicable), and
  - c. Available indicators of pupil progress and growth toward their program objectives (if applicable).
3. The purpose of the annual performance conference is to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time should be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.
4. The annual performance report will be signed by the evaluator at the time of the conference and by the tenured administrator within five working days of the conference. The signature of the administrator will not necessarily be construed to indicate assent with the report.
5. The administrator shall have up to ten working days following the conference to add material to the report not included by the evaluator.
6. Each annual performance report shall be filed in the administrator's personnel file. A copy will be provided to the staff member within ten working days of the conference.

#### G. Review of Pupil Progress and Growth

1. A review will be conducted, at least annually, of pupil progress and growth in each class, for the purpose of determining whether or not changes in the performance of the administrator or in the program would lead to improved results by the pupils during the subsequent school year.



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2. The review of pupil progress and growth will be made by an evaluator who is familiar with the pupils involved and the school context against indicators previously determined by the administrator and agreed upon by the Superintendent.
3. A summary of the pupil progress and growth data and its implications will be placed in the administrator's annual performance report. If applicable, the pupil progress and growth report will be one measure of the administrator's annual performance evaluation.
4. If the review of the pupil data reveals that pupils have not made the progress expected, the supervisor and administrator shall jointly determine what changes should be made to improve pupil performance. Any such changes are subject to approval of the Superintendent before being implemented.

### H. Individual Performance Improvement Plan

1. An Individual Performance Improvement Plan will be prepared annually for each tenured administrator to correct deficiencies and to continue professional growth. The plan will derive from the applicable evaluation criteria and focus on the most important areas of professional growth for each administrator as determined from weaknesses identified in his/her evaluation.
2. The Performance Improvement Plan will be prepared in cooperation with the administrator whenever possible and will include:
  - a. Areas of required growth,
  - b. Methods of achieving that growth,
  - c. A schedule for implementation of those methods, and
  - d. The responsibility of the administrator and the district for implementing the plan.
3. At the time the Performance Improvement Plan is prepared, a review will also be made of the administrator's efforts to achieve the prior year's plan.



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4. Copies of the Individual Performance Improvement Plan will be placed in the administrator's annual performance report and given to the administrator. The degree to which the administrator achieved the requirements of the previous plan will be a measure of his/her annual performance evaluation.
5. It is the duty of the administrator to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including certification of charges.

Adopted: 03 March 2010



## ABOLISH – 02/25/2026

### R 3432 SICK LEAVE

#### Sick Leave

Twelve month administrative, department supervisory, certified staff members shall be granted thirteen days sick leave per year.

Should accumulated sick leave be depleted in any one year, on presenting a medical certificate requesting further sick leave, a leave of absence for a maximum of twenty additional consecutive school days shall be granted. The employee shall be paid at the rate of twenty percent of their daily rate. Full time, twelve month employees daily rate shall be computed as one two-hundred fortieth of the annual salary. This provision for twelve month full time administrative, department supervisor, certified staff members must be exercised prior to applying for sick bank privileges.

Administrative, department supervisory, certified staff members will be paid for unused sick leave upon retirement at the rate of forty percent of their daily rate with a maximum of one hundred ten days effective July 1, 1998. In order to be eligible for this benefit the administrative, department supervisor, certified staff members must notify the Board in November prior to the adoption of the budget for the fiscal year in which he/she plans to retire. The only exception to this rule would be an unforeseen illness that necessitated retirement and, when applicable, to the beneficiary of the administrative, department supervisor, certified staff members.

#### Sick Bank Leave

Sick bank leave has been established to provide compensable leave coverage to full time staff members who are absent for an extended period due to catastrophic illness or injury. Those employees eligible to participate must donate, in writing, a minimum of one sick day during an enrollment period prior to the request to utilize the bank. This donation shall be deducted from the employee's accumulated sick leave days on July 1.

Sick bank leave will only be available to those participating after earned and accumulated leave time (vacation, sick, personal) has been exhausted; after application for twenty additional sick leave days at the pro-rated percentage daily rate has been exhausted; employee has been absent a minimum of sixty consecutive workdays.



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SICK LEAVE

Those eligible to use sick bank must submit a written request to the Superintendent. The request shall outline the nature of the problem, reason(s) for request, and include medical verification of illness, injury, or disability. Verification of disability will be required at reasonable time intervals. The Board reserves the right to have the employee examined by medical personnel of their choice.

Use of sick bank shall be subject to approval of the Board. Use is limited to no more than one hundred fifty sick bank days in a three-year period.

Sick bank use is not automatically extended from one work year to the next. If an employee is unable to return to work in the new work year he/she must first use all of their new entitlements (sick days, personal days, vacation days, etc.) for the new year before being approved to continue use of sick bank leave. Maximum use limit still applies.

Issued: 03 March 2010



## ABOLISH – 02/25/2026

### R 7410 MAINTENANCE AND REPAIR

#### M

##### A. Inspection

1. The Principal or designee and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Principal or designee with the appropriate custodial staff member shall make a regular inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

##### B. Reports

1. Reports of each inspection required in A. above will be made on a form and forwarded to the Superintendent or designee.
2. The Director of Facilities will report to the School Business Administrator those repairs or improvements that can be completed by district staff and those improvements or repairs that require the services of an outside contractor.

##### C. Repairs by District Staff

1. Any staff member may prepare, on the prescribed form, a work order request for repairs, improvements, and/or maintenance. All work order requests will be submitted to the building Principal.
2. The Director of Facilities will assign a priority to those work orders to be performed by district staff. The priority code will be:
  - a. Emergency, for work that must be done immediately;
  - b. High Priority, for work that affects health or safety;
  - c. Normal Priority, for work that affects neither health nor safety; and
  - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.



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MAINTENANCE AND REPAIR

3. Work scheduled to be performed by the school district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
  4. The work order form shall include, at a minimum, the following information:
    - a. Name of the person making the request;
    - b. Date of request;
    - c. Location of repair;
    - d. A description of the work to be performed;
    - e. Scheduled date of completion; and
    - f. Signature of approval by the Principal.
- D. Repairs by Outside Contractors
1. When it appears to be necessary to utilize outside contracting services to complete a repair, improvement, or maintenance item, the Principal; appropriate custodial or maintenance staff member; the School Business Administrator/Board Secretary; and any other staff member designated by the Superintendent or School Business Administrator/Board Secretary will confer in the preparation of a project specification.
  2. The School Business Administrator/Board Secretary or designee will prepare the required documents in the event the project requires to be bid or quoted in accordance with law or if it is determined the district wants to obtain quotes for the work even if quotes are not required by law.
  3. In the event the project does not need to be bid or quoted, the Director of Facilities shall prepare a purchase order requisition that indicates:
    - a. The recommended vendor(s);
    - b. A description of the work required and its location; and



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- c. The actual cost of the project.
- 4. The staff member designated by the Superintendent shall be responsible for supervising the conduct of the work.
- E. Replacements and Improvements
  - 1. The Superintendent and School Business Administrator/Board Secretary and others designated by the Superintendent will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
  - 2. Replacements required, but not scheduled, shall be submitted to the Superintendent, School Business Administrator/Board Secretary, and Principal for a school building level need, by the end of September on a budget request form for consideration in the next annual budget.
  - 3. A comprehensive district maintenance plan shall be prepared in accordance with N.J.A.C. 6A:26-20.5 in order to meet facility needs and comply with law.

Adopted: 28 September 2022



# REGULATION

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SCHOOL SAFETY (M)

## ABOLISH – 02/25/2026

### R 7430 SCHOOL SAFETY (M)

#### M

##### Guidelines for Dealing with Accident/Injury

1. The school nurse or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent(s) or legal guardian(s) and/or family physician immediately.
3. Parent(s) or legal guardian(s) shall be requested to pick up the pupil. If a parent(s) or legal guardian(s) is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured may be taken home if a responsible person is there to receive that pupil.
4. In extreme emergencies, the school nurse, school doctor or Principal may make arrangements for immediate hospitalization of injured pupils. Parent(s) or legal guardian(s) should be contacted as soon as possible.
5. The teacher or other staff member who is responsible for a pupil at the time an accident occurs shall make out a report within twenty-four hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
6. Any injuries or accidents to pupils shall be reported as soon as possible to the Superintendent.

##### Emergency Medical Procedures for Sports/Athletics

The Board of Education recognizes its responsibility for pupil safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures are to be developed at each school having an athletic program to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.

These emergency medical procedures shall be disseminated to appropriate personnel within the district.

Adopted: 14 April 2010



## ABOLISH – 02/25/2026

### R 8540 FREE AND REDUCED MEALS

In order to accomplish the purposes of the National School Lunch Act, the Child Nutrition Act of 1966, the regulations and instructions governing the National School Lunch Program, School Breakfast Program and the Special Milk Program, issued there under, the New Jersey State Department of Education, hereinafter referred to as the “Department” and Winslow Township School District hereinafter referred to as the “Sponsor” contract and agree that the Department and Sponsor shall understand that the following terms shall be construed to mean:

A. Breakfast

A meal served to children during the morning hours, which meets the nutritional requirements specified in federal code.

B. Fiscal Year

A period of twelve calendar months beginning with October 1 of any calendar year and ending with September 30 of the following calendar year.

C. Free Meal

A meal for which neither the child nor any member of his/her family pays or is required to work.

D. Lunch

A meal which meets nutritional requirements specified in federal code.

E. Milk

Milk which meets state and local standards for fluid types of flavored or unflavored whole milk, unflavored low fat milk, skim milk or cultured buttermilk.



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F. Nonpricing

A system which does not establish a separate charge for meals or milk served to children. This shall include any such program in which children are normally provided meals or milk in a school or child care institution financed by a tuition, boarding, camping or other fee, or by private donations or endorsements.

G. Nonprofit Food or Milk Service

Food or milk service maintained by or on behalf of the school for the benefit of children, all of the income from which is used solely for the operation or improvement of such food or milk service.

H. Nonpublic School (Nonprofit)

An elementary or secondary school in the state, other than a public school, organized and operated not for profit, offering education for grades Kindergarten through twelve, or any combination thereof, wherein a child may legally fulfill compulsory school attendance requirements; or a public or nonprofit, private, licensed residential child care institution not limited to group homes, orphanages, and juvenile detention centers. All nonpublic schools and residential child care institutions must be tax exempt under section 502(c)(3) of the Internal Revenue Code of 1954.

I. Pricing

A system of collecting a separate charge for meals or milk served to children that is not included in any tuition or boarding fee.

J. Reduced Price Meals

A meal which meets all of the following criteria:

1. The price shall be less than the full price of the meal.
2. The maximum price shall be established by the United States Department of Agriculture.
3. Neither the child nor any member of his/her family shall be required to supply an equivalent in work.



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FREE AND REDUCED MEALS

K. Sponsor

The governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a school food service program therein. The term "Sponsor" also includes a nonprofit agency to which such governing body has delegated authority for the operation of a food service program in a school.

L. Verification

Confirmation of income information provided on the application for free and reduced price meals. Households selected for verification must be given written notice.

THE DEPARTMENT SHALL:

To the extent of funds available, reimburse the Sponsor for the National School Lunch Program, School Breakfast Program, or Special Milk Program in the schools listed in Schedule A, hereto attached and made a part of, in any fiscal year during which this Agreement is in effect. The amount of reimbursement for each program on behalf of any school shall not exceed:

A. National School Lunch Program

The total amount equal to the number of lunches served to children multiplied by the rate of reimbursement assigned by the Department.

B. National School Breakfast Program

The total amount equal to the number of breakfasts served to children multiplied by the rate of reimbursement assigned by the Department.

C. Special Milk Program

The amount equal to the number of half pints of fluid milk served to children multiplied by the rate of reimbursement assigned by the Department.



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FREE AND REDUCED MEALS

THAT THE SPONSOR SHALL:

A. National School Lunch Program

1. Abide by all state and federal regulations and instructions governing the operation of the National School Lunch Program.
2. Serve lunches which meet the nutritional requirements of the National School Lunch Program during periods designated by the school.
3. Encourage maximum participation in the National School Lunch Program.
4. Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.
5. Plan for and prepare lunches on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for lunches served in excess of one reimbursable lunch per child per day.
6. Make the National School Lunch Program available to all children enrolled.
7. Promote activities to involve pupils and parent(s) or legal guardian(s) in the National School Lunch Program.

B. School Breakfast Program

1. Abide by all state and federal regulations and instructions governing the operation of the School Breakfast Program.
2. Serve breakfasts which meet the nutritional requirements for a school breakfast during morning periods designated by the school.
3. Encourage maximum participation in the School Breakfast Program.
4. Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.



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5. Plan for and prepare breakfasts on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for breakfasts served in excess of one reimbursable breakfast per child per day.

### C. Special Milk Program

1. Operate the program only in a school that does not participate in the National School Lunch or School Breakfast Program.
2. Exception: Operate the program only for split-session Kindergarten children that do not have access to any school meals in a school participating in the National School Lunch or School Breakfast Program.
3. Make maximum use of the reimbursement payments to reduce the price of milk to children as a means of encouraging participation and consumption of fluid milk by children.
4. Purchase milk pursuant to New Jersey statutes.
5. Decide whether to provide free milk to eligible children in the schools or sites under its sponsorship. Schools which provide free milk must make it available to all eligible children at times when milk is available to non-needy children under the program. Schools which do not provide free milk must be designated on the Schedule A under Special Milk Option.

### D. Donated Commodities

Accept and use, within the allocation period and in as large a quantity as can be efficiently utilized in the school food service program, such foods as may be offered as a donation by the United States Department of Agriculture.

### E. Price of Food and Beverage Items

1. Price the school breakfast or lunch as a unit. Set the price of children's meals not to exceed the maximum prices established annually by the Department.
2. Set the price of all ala carte items, including milk sold to adults, to cover all costs. Price meals served to adults to exceed the price of meals served



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to children by an amount equal to or greater than the price established by the Department.

### F. Competitive Food Service

1. Ensure that all income derived from the sale of food and beverage items within a school, including those items sold from vending machines, accrues to the School Nutrition Programs' account or to a school approved, nonprofit organization, except that during hours when the School Nutrition Programs are in operation, all such income must accrue to the School Nutrition Programs' account.
2. Prohibit the sale of foods of minimal nutritional value, (carbonated beverages, water ices, chewing gum, certain candies: hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy or candy coated popcorn) on the school property at any time before the end of the last lunch period in all schools which operate the National School Lunch Program, School Breakfast Program, or the Special Milk Program.

### G. Ala Carte Food Service

Restrict extra food items offered during serving periods to those items recognized as making a significant contribution to the nutritional needs of children, or those items provided by the school as part of the lunch and/or breakfast. Restrict the number and type of such items offered in accordance with the "Nutritional Standards for School Nutrition Programs".

### H. Nonprofit Requirement

1. Operate a nonprofit school food service program or milk program. Use all income solely for program purposes; provided, however, that such income shall not be to purchase land or to acquire or construct buildings.
2. Limit the net cash resources of the school food service program or the special milk program to no more than three month's average expenditures.

### I. Policy For Free and Reduced Price Meals or Free Milk

1. Adopt and submit, annually, a copy of the Policy for Free and Reduced Price Meals or Free Milk to the Bureau of Child Nutrition Programs.



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2. Follow the state guidelines in implementing said policy.
3. Develop and utilize procedures for collecting children's payments which prevent the overt identification of those children eligible for free or reduced price meals or free milk.

## J. Verification

1. Verify a minimum of 3% or 3,000, whichever is less, of approved free and reduced price applications on file selected randomly; OR the lesser of 1% or 1,000 of total approved applications selected from non-food stamp households with incomes near the eligibility levels, plus the lesser of .5% or 500 of approved applications which substituted a food stamp/AFDC case number for income information. All verification activity must be completed by December 15 of each school year.
2. Maintain on file, for review, a description of the verification efforts including:
  - a. Summary of efforts including the techniques to be used.
  - b. Total number of applications on file as of October 31.
  - c. Percentage or number of applications verified.
3. Households selected for verification must be given written notice.

## K. Reimbursement Claims

A meal served to children during the morning hours which meets the nutritional requirements specified in 7CFR 220.8.

1. Claim reimbursement only for meals or milk actually served to children that meet the nutritional standards outlined herein.
2. Submit claims for reimbursement within ten days following the calendar month of operation for which the claim is made. Federal regulations prohibit the payment of claims received after sixty days following the month of operation.



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3. In no event shall the Sponsor claim reimbursement for free or reduced price meals served in excess of one reimbursable lunch and/or breakfast per child per day.
4. The authorized representative that signs each reimbursement voucher shall be responsible for reviewing and analyzing meal counts to ensure the accuracy of the claim.
5. The Sponsor acknowledges that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR Section 210.24.
6. The Sponsor acknowledges that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity the penalties specified in 7 CFR Section 210.25 shall apply.

### L. Records

1. Maintain full and accurate records pertaining to the school food service or milk program within the school or school district, and retain such records for a period of three years after the end of the fiscal year to which they pertain except if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.
2. Maintain the required statistical information for each school operation on a school-by-school basis.
3. Make all accounts and records pertaining to the school food service program available, upon request, to the Department and the United States Department of Agriculture for review and/or audit at a reasonable time and place.
4. Keep full and accurate records, by calendar month, of the meal or milk program as a basis for the claim for reimbursement and for audit review purposes including:
  - a. School Lunch Program



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(1) Statistics

Daily number of lunches served to children eligible for free, reduced price or paid meal.

(2) Program Income (Revenue)

From children's payments, from state and federal school lunch reimbursement, from food sales to adults, from all other sources, including loans to program, subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.

(3) Programs Costs (Supported by invoices, receipts or other evidence of expenditure).

For food, labor and all other expenditures including repayment of loans to the program and fees paid to management companies.

(4) Dated menus of actual meals served.

b. School Breakfast Program

(1) Statistics

Daily number of breakfasts served to children eligible for free, reduced price or paid meal.

(2) Program Income (Revenue)

From children's payments, from federal reimbursement and from all other sources, including subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.

(3) Programs Costs (Supported by invoices, receipts or other evidence of expenditure).



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For food, labor and all other costs related to the breakfast program, including fees paid to management companies.

- (4) Dated menus of actual meals served.
- (5) Documentation of program costs specifically for Severe Need Rates of Reimbursement (if applicable).

c. Special Milk

- (1) Statistics
  - (a) Daily number of half pints served to children,
  - (b) Daily number of half pints served free to needy children, if school provides free milk.

- (2) Program Income (Revenue)

From children's and adult's payments and federal reimbursement.

- (3) Programs Costs (Supported by invoices, receipts or other evidence of expenditure).

For milk and all other expenditures.

M. Accountability Requirements

1. Point of Service Counts

All claims for reimbursable meals or milk must be based on daily counts, taken at the "point of service," which identify the number of meals or milk served by reimbursement category. "Point of service" is defined as that point in the food service operation where a determination can accurately be made (at the time and place the meal or milk is served) that a reimbursable free, reduced price, or paid meal or milk has been served to an eligible child.

2. Local Level Requirement to Review Schools and Claims



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- a. Every school year, each Sponsor with more than one school shall perform at least one on-site review of each school under its jurisdiction before February 1 of each school year. If this review discloses problems with a school's meal counting or claiming procedure, the SFA shall: (1) ensure that the school develops and implements a corrective action plan; and (2) within forty-five calendar days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized in the Policy for Free and Reduced Price Meals and the Agreements with the Department and that this system, as implemented, yields the actual number of reimbursable free, reduced price, and paid lunches served for each day of operation.
- b. Prior to submission of a monthly claim for reimbursement, each sponsor shall compare each school's daily claim against data which will assist in the identification and correction of the claims in excess of the number of reimbursable free, reduced price, and paid lunches actually served that day to children eligible for such lunches. Such data shall, at a minimum, include the number of children currently approved for free and reduced price lunches in that school, and, for every month except September, the average daily number of free, reduced price, and paid lunches served for the preceding month.
- c. Sponsors shall also compare claims against any other data available, such as the school's average daily attendance (ADA), enrollment, and an attendance factor. Sponsors shall maintain, on file, all of the above data used in the claims review process by school.
- d. Sponsors shall make this information available to the State agency upon request.

### N. Audit Requirements

The Sponsor agrees to comply with the Single Audit Act of 1984 as specified in OMB Circular A-128, "Audits in State and Local Governments," or OMB Circular A-110, "Uniform Administrative Requirements for Grants and Other



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Agreements and Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations,” and New Jersey Grants Management Information System Manual.

O. Facilities

1. Maintain, in the storage, preparation and service of food, proper sanitation and health practices that meet the standards of the current sanitation code established by the New Jersey State Department of Health and all applicable state and local health laws and regulations. Maintain facilities to safeguard against theft.
2. A current inspection of each food service site by the Board of Health is required. The certificate should be posted in a conspicuous place.

P. Anti-Discrimination

1. Make no discrimination because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability against any individual participating in the nutritional program.
2. Assure the United States Department of Agriculture and the Department that it now complies with and shall in the future comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), Title IX of the Education Amendments of 1972 (20. U S.C. 1981 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28CFR 50.3 and 42; and Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives Federal financial assistance from FNS: and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. By accepting this assurance, the Sponsor agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the



nondiscrimination laws and permit authorized USDA personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Services, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor and its successors, transferees and assignees, as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

3. Collect and maintain on file for three years the racial/ethnic breakdown of applicants for free and reduced price benefits on a school-by-school basis.
4. In the operation of U.S.D.A. Child Feeding Programs, no child will be discriminated against because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. If you believe you have been discriminated against in any U.S.D.A. related activity, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Q. Nutritional Requirements

1. Serve meals which meet the nutritional requirements specified in the current regulations for the National School Lunch Program (7CFR 210), and/or School Breakfast Program (7CFR 220).
2. Provide specific training for cashiers to ensure proper identification and accurate recording of reimbursable lunches and/or breakfasts. Issue the nutritional requirements for lunch and/or breakfast, in writing, to each cashier.

R. Menus

1. Offer choices for lunches and breakfasts, in accordance with standards established by the Department.
2. Display, for pupils information, the daily menu specifying the food items composing the lunch and/or breakfast.



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3. Keep on file dated menus for meals actually served with other records for review and/or audit purposes for a period of three years from the close of the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.

S. Management Company or Vendor

1. Remain responsible for compliance with all aspects of this Agreement if the Sponsor employs a food service management company or vendor:
  - a. The contract between the Sponsor and the management company must comply with the requirements specified in 7CFR 210.9, 7CFR 210.16 and all applicable New Jersey Statutes. The contract should also include pertinent parts of this Agreement. A copy of the contract between the Sponsor and the management company must be submitted with this Agreement.
  - b. The contract between the Sponsor and the vendor must comply with the requirements specified in 7CFR 210.16 and all applicable New Jersey Statutes. The contract should also include pertinent parts of this Agreement.
2. Ensure that any federally donated commodities received by the Sponsor and made available to a food service management company, vendor or processor accrue only the benefit of the school food service program, and are utilized therein.
3. Require the food service management company to make books and records of such company pertaining to the school food service program, available for a period of three years from the close of the fiscal year to which they pertain, for inspection and/or audit by representatives of the Department and the United States Department of Agriculture, or the General Accounting Office of the United States, at a reasonable time and place.
4. All books and records pertaining to the school food service program shall remain the property of the school district.



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5. Establish an advisory board composed of parent(s) or legal guardian(s), teachers and pupils to assist in menu planning in schools which contract with a food service management company.

T. Nonpublic Sponsors

Shall also agree to the general terms and conditions of the attached Contract: II, III, V, VI, VII, XI B and C, XIII C, XIV to the extent required by federal regulations, XVII A, B, C to the extent it is not inconsistent with terms of primary contract and D, XVIII, XIX and XX.

Issued: 14 April 2010

