

LEAP ACADEMY UNIVERSITY CHARTER SCHOOL, INC.

Standard Operating Procedures Manual

2011

549 COOPER STREET, CAMDEN, NEW JERSEY 08102
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I. Introduction

1.1: Overview

As mandated by NJDOE regulations and Board policy, a set of internal controls and operational procedures have been developed to promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation. This process and the resulting document meets requirements laid out by N.J.A.C. 6A:23A-22.14, as well as other controls contained in N.J.A.C 6A. This Standard Operating Procedures Manual addresses tasks and functions for the effective and efficient operations of the LEAP Academy.

The Standard Operating Procedures Manual is intended to be used as a reference manual by administrators, secretaries and any staff members that have Budgetary/Financial or Operational responsibilities. Its purpose is to provide an efficient, control and accountability system that will help assure appropriate use of “Public Funds”. It must be understood that the principles of this manual are based on, “Generally Accepted Accounting Principles,” and rely on an assumption that individuals have a general understanding of the financial and operational process of a School System. For this program to operate at optimum efficiency there must be a spirit of cooperation, teamwork and communication between the school staff and the Business Office.

This manual is also intended to identify and define internal controls that are at the core of the school’s operations. Internal controls are a very important function of a school’s overall approach to accountability. The framework of checks and balances identified in good systems of internal control ensure that the assets of the school are safeguarded, that the accounting information produced is accurate and complete, and the information obtained from the school’s accounting system can be relied upon and used with confidence by people involved in school decision making and by stakeholders generally. Internal controls are also directly related to financial risk. The identification of risk is a key element of financial management. The external audit of a school complements the internal control environment by providing the school with a report on the operation of the controls and highlighting areas, via management letters to the board, where changes and/or improvements may be required.

The first section of this manual includes information that the Chief Financial Officer/School Business Administrator must follow in order to be compliant with Federal Law, State Law, State Regulations, LEAP Academy Board Policies and Regulations. The subsequent sections provide detailed guidelines for the various departments within the Business Office and the Administration. For additional information, please review the Board Policies and Procedures posted on the school’s website at www.leapacademy.org.

II. Internal Controls

The main objectives of internal control include the following:

2.1: Validity

- (a) To ensure that all financial transactions are recorded, that they are soundly supported by appropriate documentation and that the accounting records report the true financial position of the school in a clear manner. This ensures they can be relied upon with confidence to provide a basis for informed financial decision making.

2.2: Authorization

- (a) To ensure that transactions are properly authorized and processed by persons acting within their designated authority.

2.3: Completeness and Accuracy

- (a) To give assurance that the financial records include all transactions and that these transactions can be completely verified. That nothing is omitted either purposely or by mistake and that the financial reports represent the whole picture of the school's financial position.

2.4: Timeliness

- (a) To ensure that all transactions are recorded as close as practicable to the time of occurrence, so that at all times the accounting records reflect the actual financial situation and can be verified.

2.5: Security

- (a) To provide assurance of the safe keeping of assets and records.

2.6: Physical Existence

- (a) To ensure that all assets are recorded on the asset register.

2.7: Types of Internal Control

- (a) There are many types of internal controls that provide assurance of security and proper functioning of the accounting system. The major controls can be broadly classified under the following headings.

Organization: An Administration Policy with a clear plan of the organization, together with written position descriptions that define and allocate responsibilities has been developed. These policies define unambiguously to whom the holder of each position reports and the inter-relationships between job functions. They provide sufficient clarity to prevent both inefficient overlapping of functions and the avoidance of responsibility in some areas. In developing administrative policies and organizational charts, careful attention has been given to keeping the accounting function as separate from other functions as possible so that the accounting records provide a more independent and reliable check on the other areas of the school administration. Senior administrative staff are charged with ensuring that other administrative staff are fully informed and have sufficient training to follow the approved policies and procedures.

Segregation Duties: The prime method of ensuring this safeguard is to separate those responsibilities or duties which, if combined, would enable an individual person to process and record a complete transaction, such as ordering, receiving, approving and paying for goods. Segregation of duties may appear difficult to achieve where a limited number of administrative staff are available for the accounting and finance functions. However, this important task is being addressed by alternating sequential tasks, so that no one person has complete responsibility for the entire transaction, provided that some separation occurs between key activities. Functions that should be separated include authorization, payment, custody and recording.

Physical Controls: These are measures that are taken to safeguard assets, including property, equipment, cash and buildings. They include a control system for keys, combinations and passwords.

Delegation, Authorization and Approval: The delegation of authority to incur and to authorize expenditure is provided by the Board. All transactions must be authorized or approved by a responsible person who is familiar with statute, code and policy requirements. Limits to amounts that may be authorized are set and observed after approval by the Board.

Arithmetical and Accounting Controls: These are the controls within the record keeping function and include: ensuring that all transactions have been properly authorized; accurately recording all data ensuring no transactions are omitted; reconciling the accounting records with independently provided information, such as the bank statement.

Personnel: Principals and supervisory personnel should ensure administrative staff are fully informed and have sufficient knowledge and expertise to follow the approved policies and position descriptions. Training programs and professional development are effective means of accelerating employee development and of increasing the number of persons in the school office who are able to assume greater responsibility. Senior administrative staff have a constant training function, not only of other administrative staff, but also in ensuring that teachers and other staff are aware of, and comply with, internal control requirements.

Supervision: A good system of internal control must include provision for supervision of transactions and record keeping. This can be facilitated by an internal checking system, where the work of one person automatically checks that of another; for example, the person receiving goods may check that they were properly ordered and authorized. This is further strengthened by a system of 'spot checking' random areas at regular intervals to ensure correct compliance with the control system. Ultimately, however, the responsibility that controls are in place and compliance is being achieved rests with the managerial personnel, school principals and the Chief Financial and Chief Operations Officer.

Management Controls: These are the controls exercised outside the day-to-day system routine. They include overall supervisory controls.

III. Standard Operating Procedures

A. Business and Operational Procedures

3.1: Budget Development and Administration

- (a) After extensive budget discussion and review with the various budgeting entities (various school departments, administrative team and Finance Committee), the budget is approved by the Board by March 30.
- (b) A budget package that includes budget summary, budget narrative and cash flow statement is submitted to the NJDOE for review and approval for the following fiscal year.
- (c) Budget projections are based on enrollment projections provided to the charter school by the NJDOE.
- (d) Budget is developed using the proper classification of expenditures as provided by the NJDOE, as follows:

Expenditures-Instruction: The expenditures classified as instructional will include expenditures for those activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom or in other locations such as a home or a hospital. Included here are the activities of aides or classroom assistance of any type. Pursuant to N.J.A.C. 6A:11-7.3(e), a charter school must be monitored by the Commissioner to ensure that the percentage of school funds spent in the classroom is at least comparable to the average percentage of school funds spent in the classroom in all other public schools in the State. Instructional expenditures must comprise at least 60 percent of total general fund expenditures.

Salaries of Teachers (Line 43)

The salaries for all teaching services delivered to students, including the services of part-time, summer and substitute teachers. If teachers are sharing responsibilities between teaching assignments and administrative or support assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Other Salaries for Instruction (Line 44)

The salaries for any assistants or aides to instructional staff other than secretarial or clerical personnel.

Purchased Professional and Technical Services (Line 45)

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of assembly speakers and standardized specific subject exams.

Other Purchased Services (Line 46)

Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). While product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included is the rental of equipment for instructional use.

General Supplies (Line 47)

Expenditures for all classroom supplies other than textbooks, including freight and cartage. Includes test protocols, chalk, paper, pencils, periodicals, etc.

Textbooks (Line 48)

Expenditures for textbooks furnished free to pupils, binding and other textbook repairs and freight cartage of textbooks. Expenditures for books used in the classroom not meeting this definition are included in general supplies.

Miscellaneous Expense (Line 49)

Amounts paid for instructional goods and services not classified elsewhere. For example, admission costs for field trips (not including transportation).

Expenditures- Administrative: The expenditures in this area of the budget include the following: general/school administration, business/central services and improvement of instruction services. Total general/school administration includes the costs associated with the activities concerned with establishing and administering policy for operating the charter school.

Business services include costs for such services as budgeting services, receiving and disbursing services, financial/property accounting, payroll, inventory control, managing funds, purchasing services, printing, publishing and duplicating services.

Central services include activities such as research and development, planning, evaluation, information services, data processing services and staff services. Services related to improvement of instruction include the costs associated with the assistance of instructional staff in planning, developing and evaluating the process of providing learning experiences for students.

The combined total of administrative and support expenditures cannot be greater than 40 percent of total general fund expenditures.

Salaries of Administration (Line 52)

The salaries for all positions, with the exception of secretarial and clerical assistants, as described under Administration Expenses in the Budget Summary Key. If the personnel in these positions are sharing responsibilities between administrative assignments and teaching or support assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Salaries of Secretarial/Clerical Assistants (Line 53)

The salaries for all secretarial and clerical assistants, as described under Administration Expenses in this Budget Summary Key.

Total Benefit Costs (Line 54)

Expenses paid by the charter school on behalf of all employees; these amounts are not included in the gross salary but are in addition to that amount. Included in this category are group insurance, Social Security contributions, retirement contributions, tuition reimbursement, unemployment compensation, workmen's compensation and unused sick leave. TPAF (Teachers Pension and Annuity Fund) Social Security and pension costs will be paid by the state on behalf of the charter school. TPAF Social Security will be on a reimbursement basis by the State; therefore, this should be considered in the cash disbursements in the Cash Flow Schedule.

Purchased Professional/Technical Services (Consultants) (Line 55)

Services that are not performed by an employee of the charter school but rather purchased as it relates specifically to administration. Some examples are purchased services for areas such as business support services for budgeting and payroll, financial accounting, outside auditors, curriculum developers, legal services and consultants.

Other Purchased Services (Line 56)

Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). Included is the rental of equipment (exclusive of communications/equipment), staff travel for administration and management fees.

Communications/Telephone (Line 57)

Expenditures for telephone and communication services including the rental of equipment. Also included here are the expenses for postage equipment rental and postage.

Supplies and Materials (Line 58)

Amounts paid for material items relating to administration of an expendable nature that are consumed, worn out or deteriorated by use.

Judgments against the Charter School (Line 59)

Expenditures for all judgments against the charter school that are not covered by liability insurance but are of a type that might have been covered by insurance. Legal expenses for defending against judgments are not recorded here but under Administration--Purchased Professional/Technical Services.

Interest on Current Loans (Line 60)

Expenditures for interest on notes (not including interest on mortgage payments).

Interest for Lease Purchase Agreements (Line 61)

Amounts paid for interest under lease purchase agreements.

Mortgage Payments Interest (Line 62)

Mortgage interest cost for facilities owned by the charter school. Do not include principal payments on this line.

Miscellaneous Expense (Line 63)

Amounts paid for administrative goods and services not classified elsewhere.

Expenditures- Support Services: Costs associated with the activities related to assisting the instructional staff with the content and process of providing learning experiences and other costs associated with daily operations of the charter school. The major functions will include attendance/social work services, health/personnel services, guidance services, child study teams, educational media/school library, operations and maintenance of plant services, transportation services for field or athletic trips provided directly by the charter school, food services programs and board-sponsored athletics and co-curricular activities. The combined total of administrative and support expenditures cannot be greater than 40 percent of total general fund expenditures.

Salaries of Support Services (Line 66)

Salaries for services rendered as outlined in the Support Services section of this Budget Summary Key. If the personnel in these positions are sharing responsibilities between support assignments and teaching or administrative assignments as defined on the subsequent pages, their salaries should be prorated based on the time spent on each major assignment whether teaching, administrative or support.

Purchased Professional/Technical Staff (Consultants) (Line 67)

Services that are not performed by an employee of the charter school but purchased as it relates specifically to support services. Examples include guidance services and child study team services.

Other Purchased Services (Line 68)

Amounts paid for property services or other services rendered by organizations or personnel not on the payroll of the charter school (separate from professional and technical services). Included is the rental of equipment for support services use and cleaning, repair and maintenance services by non-charter school employees.

Rent of Land and Buildings (Line 69)

The cost to rent buildings or facilities used by the charter school.

Insurance for Property, Liability and Fidelity (Line 70)

Expenditures for all types of insurance coverage other than fringe benefits for employees and administrative-related insurance, which are reported under Administrative Expenses.

Supplies and Materials (Line 71)

Amounts paid for material items relating to support services of an expendable nature that are consumed, worn out or deteriorated by use.

Transportation- Other than to/ from School (Line 72)

The cost of transportation services for field and athletic trips provided to students attending the charter school. No other transportation costs are to be included in charter school's general fund budget.

Reserved For Future Use (Line 73)

Leave blank. This line item is reserved for future use.

Energy Costs (Line 74)

The cost of utilities; for example, heat, electricity and air conditioning.

Miscellaneous Expenditures (Line 75)

Amounts paid for goods or services related to support services not properly classified elsewhere.

Capital Outlay: Activities concerned with equipment purchases, acquiring land and buildings, remodeling buildings, initially installing or extending service systems and other built-in equipment and improving sites.

Instructional Equipment (Line 78)

Expenditures for the initial, additional and replacement of instructional furniture and equipment. Instructional furniture and equipment is that which is purchased for use by pupils and instructional staff in instruction programs.

Non-Instructional Equipment (Line 79)

Expenditures for the initial, additional and replacement of non-instructional furniture and equipment. Non instructional furniture and equipment is that which is purchased for use by either administrative or support services and serve no direct instructional benefit to the students (for example, computer hardware for the business office).

Purchase of Land/Improvements (Line 80)

Expenditures for the purchase of land and improvements.

Lease Purchase Agreements – Principal (Line 81)

Amounts paid for the principal under lease purchase agreements for land and buildings.

Mortgage Payments Principal (Line 82)

The principal portion of mortgage costs for buildings or facilities owned by the charter school. Do not include interest payments on this line.

Building Purchase other than Lease Purchase (Line 83)

Amounts paid for the purchase of a building other than lease purchase agreement.

Miscellaneous Expense (Line 84)

Amounts paid for capital goods and services not classified elsewhere.

- (e) Monthly the treasurer and the board secretary submit reports on the administration of the budget for review and approval.
- (f) Tuition is collected via checks and electronic Fund Transfers from the various sending districts. Remaining deposits are received as cash or checks by the schools for student activity accounts, the food service program for lunch, and the board office for refunds, and miscellaneous items.

3.2: Bank Accounts and Investments

- (a) All Board bank accounts must be in the name of the district and be registered under the EIN of the district.
- (b) No bank account can be created without formal Board action.
- (c) Registered signatories must be approved by the Board and often requires a co-signatory as well.
- (d) All bank accounts are to be reconciled monthly by the treasurer of school monies and reported to the Board.
- (e) Transfers amongst the bank accounts can only be authorized by the business administrator.
- (f) All bank accounts and investments must be insured as defined by the Government Unit Deposit Protection Act.

3.3: Chart of Accounts

- (a) The state department of education has created a minimum chart of accounts for use in schools.
- (b) The Board has authorized an expansion of that code to include data on location and subject/activity.
- (c) This account data is maintained in the district's financial software. Reporting is

generated and summarized on this account coding data as is necessary.

- (d) The chart of accounts is annually reviewed/updated to ensure complete compliance with the state standards.

3.4: Receipts

- (a) Receipts are reviewed to ensure that they properly belong to the district.
- (b) All receipts are deposited into the bank accounts within 24 hours of their physical receipt.
- (c) Copies are made of all checks and are filed with the bank deposit slip.
- (d) All cash received is immediately acknowledged with an official receipt which is completed in duplicate. If an official receipt is voided it is so marked and both copies are filed in district records for later review. All official receipts are transmitted to the treasurer of school monies so that they can be reconciled against the bank statements.
- (e) No cash or checks shall be stored in an unsecured location.
- (f) All bounced checks are pursued to ensure that the district is made whole (this includes the collection of any and all fees charged by the bank.)
- (g) If receipts are received by mail, the CFO/SBA opens all mail and the checks are transmitted to the person who generates the deposit slip for the bank and transmits the deposit to the bank.
- (h) Surety bonds are maintained for the positions of business administrator and treasurer of school monies. Additionally, the district's insurance plan has coverage for other employee's malfeasance.
- (i) In the Business Office, the following people are involved:
 - i. School Business Administrator
 - ii. Assistant to the School Business Administrator
 - iii. Accounts Payable Clerk

3.5: Purchase Order Approval and Payment Procedures

- (a) School/Department secretarial personnel will complete a purchase order after the Principal/Director/Supervisor approves the paper copy.
- (b) The Chief Financial Officer/School Business Administrator will approve requisition verifying account accuracy and budget amount. The Chief Financial Officer/School Business Administrator will seek additional approval and guidance

from the Chief Operations Officer or Chief Academic Officer if the purchase is out of the ordinary or an equipment purchase is over \$5,000.

- (c) Purchase Orders will be reviewed and accounting staff will attach back up documentation to the printed purchase order.
- (d) All purchase orders are then given to the Chief Financial Officer/School Business Administrator for his/her review and signature.
- (e) Once the purchase order is signed, no information can be changed on that purchase order without canceling that purchase order and issuing a new requisition or with an additional excess purchase order issued by the Accounting Office.

3.6: Payment Procedures

- (a) In order for the Accounts Payable Clerk to pay purchase orders, all vouchers must be accompanied by an original invoice (no copies or faxes are acceptable). They must also have received a report certifying goods/services have been received.
- (b) No payment is to be made to a vendor without a Business Registration Certificate on file or with an explanation if not needed.
- (c) No district credit card is allowed by the state attorney general's office.
- (d) If the invoice is more than a 10% difference of the price(s) listed on the purchase order and deemed accurate, a new purchase order **MUST** be issued with the correct amounts. If the prices on the invoice in less than 10% different than the purchase order price(s), the Chief Financial Officer/School Business Administrator may approve this change on the original purchase order.
- (e) Payment information is entered into the school's financial software.
- (f) The school's financial software will not allow the same invoice to be paid twice.
- (g) Any taxes are eliminated from the invoice and not paid. Any inappropriate shipping charges are removed. No late fees are paid without the Chief Financial Officer/School Business Administrator's approval.
- (h) Payments are reviewed by the Board's Finance committee.
- (i) The Board approves payment of the bills list.
- (j) Checks are printed and remitted to the vendor.

(k) Outstanding checks are reviewed after six months to determine if they should be cancelled or not.

(l) In the Business Office, the following people are involved:

- School Business Administrator reviews the requisitions for the board office
- Accounts Payable Clerk prints the purchase orders and appends any attachments from the budget manager.
- Accounts Payable Clerk mails the vendor the appropriate copy of the purchase order.
- Accounts Payable Clerk is sent the receiving copy which is returned to the business office when the item is obtained.
- Accounts Payable Clerk collects the voucher packet and enters the payment information in the district's software.
- School Business Administrator will review the payment batch information.
- Members of the Board's Finance committee will review the entire bill list and recommend to the Board it payment.
- Accounts Payable Clerk remits the checks to the vendors with the appropriate remittance advice.
- The district does not maintain central receiving. Therefore each budget manager will need to maintain and control all necessary stock.

3.7: Unauthorized purchases will not be tolerated!

(a) A purchase order is considered authorized when said order has been printed and signed by the Chief Financial Officer/School Business Administrator.

(b) **A requisition CANNOT be faxed in place of a purchase order. An order CANNOT be called into the vendor without a signed purchase order.** The following penalties will apply:

✓ **Penalties for Unauthorized Purchases**

- | | |
|--------------------|---|
| 1. First Offense: | Letter in Personnel File/Pay for Purchase |
| 2. Second Offense: | Suspension/Pay for Purchase |
| 3. Third Offense: | Loss of Increment/Pay for Purchase |

3.8: Purchasing Procedures

(a) Vendors can only be entered into the system by the business office. Requests for new vendors are submitted to the business office on the appropriate form.

(b) Vendors are not made available until they complete the necessary state forms, i.e., business registration, W-9, affirmative action registration, etc.

(c) Vendors are monitored to ensure that they are not on the state's disbarment list.
(<http://www.state.nj.us/treasury/debarred/> or <http://lwd.dol.state.nj.us/>)

labor/wagehour/wagerate/prevailing_wage_debarment_list.html.

- (d) The Business Office will not accept any purchase order payment requests after the due date for the upcoming board meeting.
- (e) Only the Chief Financial Officer/School Business Administrator and/or Lead Person can approve a hand check. A hand check is defined as appropriate when it is an emergency of the school district.
- (f) Any request for a hand check should be submitted in writing to the Chief Financial Officer/School Business Administrator.
- (g) The Chief Financial Officer /School Business Administrator will approve/disapprove and if needed, get the Lead Person's approval.
- (h) If approved, the Accounts Payable Clerk will process the purchase order and check for Chief Financial Officer/School Business Administrator's signature.

3.9: Procedure for Bidding Process

- (a) Purchases over the N.J.S.A. 18A:18A bid threshold limit (LEAP Academy's threshold is \$29,000 in the aggregate) must be advertised in the newspaper for sealed bids to be opened on a specific date and time. The lowest responsible bidder will be awarded the contract.
- (b) Any requested purchases over the bid limit must be sent to the Chief Financial Officer/School Business Administrator, including the specifications of the product or services.
- (c) If approved by the Board's Finance Committee and Board of Trustees, the advertisement and awarding of bids will be processed by the business office.
- (d) The business office will then notify the appropriate party of award and the person requesting will process requisition for purchase order approval.
- (e) In order to review aggregate expenses, the Accounts Payable Clerk will submit to the Chief Financial Officer/School Business Administrator a monthly list of vendors who have received cumulative payments of over \$20,000 for that fiscal year.

3.10: Procedure for Obtaining Quotes

- (a) Employees purchasing good/services over \$5,400 must obtain two quotes from competitors. State contract vendors are exempt from the quote and bid threshold. Bid threshold is \$36,000 since the Chief Financial Officer/School Business Administrator is a New Jersey Qualified Purchasing Agent.

- (b) The employee requesting purchases above quote limit must contact two vendors who sell the products or services and receive written quotes from each. These written quotes **MUST** be attached to the purchase order as backup.
- (c) The Chief Financial Officer/School Business Administrator will review quotes for accuracy and approve purchase order for completion.

3.11: Request For Proposal (RFP) Process

- (a) Submit the specifications for an RFP to the Business Office for advertisement.
- (b) The Business Office will receive RFP's and analyze them with the employee who submitted the request.
- (c) A recommendation will be made to the Finance Committee and the Board for approval.

3.12: Pay-to-Play Law

- (a) Any contract to be awarded through a "non-fair and open" procurement process and exceeding the threshold of \$17,500 must complete a *Political Contribution Disclosure Form*.
- (b) The form must be completed by the vendor and on file in the Business Office ten (10) days prior to board approval.
- (c) Schools should plan accordingly when submitting resolutions for board approval.

B. Accounting Procedures

4.1: Requisitions

- (a) LEAP Academy uses the state contract vendor pool whenever possible. The use of non-state contract vendors for ordering general supplies or any other items covered by a state contract vendor is strongly discouraged.
- (b) State contract vendors do not require shipping charges. However, there could be a freight charge on state contract furniture orders.
- (c) Two quotes are required for vendors that do not have a state contract number when you exceed the quote threshold of \$4,350. If the aggregate of the goods/services are \$29,000 or more, the bidding process must be utilized.
- (d) To expedite orders, obtain current catalogs with correct prices and shipping charges prior to submitting a requisition. When in doubt, overestimate on the shipping charges. The district recommends 10% shipping and handling charges if not known.

- (e) Once the requisition is complete, send a copy of the requisition page along with any necessary documentation to the Business Office.
- (f) Purchase orders without the necessary backup detail will NOT be mailed out to the vendor, until such information is received. (Registration forms, original receipts, quotes, mileage logs, detail specifications for computer orders, etc.) A copy of the requisition page is necessary even if you have no other necessary documentation. This indicates the requisition is final.
 - Revised documentation required. All requisitions for technology orders that require installation by the Technology Department must have been reviewed by the Director of Technology to ensure compatibility with the district's computer network.
- (g) All requisitions, signed vouchers, receiving reports (anything pertaining to accounting) should be forwarded to the Accounts Payable Clerk within the Business Office. All calls pertaining to requisitions and purchase orders processing should be addressed to the Accounts Payable Clerk. All calls pertaining to the specifics of the order should be directed to the originator of the purchase order.
- (h) *Remember to finalize your requisitions.* Either approve them or cancel them.

4.2: New Vendor Requests

- (a) The Business Office would like to limit the amount of new vendor numbers being issued. *Please contact the Business Office if a new vendor is needed. **A vendor will not be paid in until a copy of the vendor's Business Registration Certificate or proof of exemption is secured.***
- (b) It is a state law that all vendors seeking contracts with school districts register with the New Jersey Division of Revenue. We are required to keep the certificates on file. Non-profit, tax-exempt or governmental agencies are exempt but it is our policy to have proof on file.
- (c) If you would like to expedite your vendor request, ask the company or individual if they have a business registration certificate. If the answer is no, please obtain a contact name and a fax number and notify the Business Office. The Accounts Payable Clerk will fax a set of instructions to the vendor on how to obtain a Business Registration Certificate on line.
- (d) Please be sure to include a description of the type of items/service etc. when submitting a vendor request form. This will enable the Business Office to categorize the vendor and to use this information to better serve you with suggestions as to what vendor to use.

- (e) The Accounts Payable Clerk will research vendors before requesting a new vendor number.

4.3: Purchase Orders

- (a) The Business Office can help expedite an order if you call to make arrangements, but please do not abuse this privilege --- **Learn to plan ahead.**
- (b) Blanket purchase orders are no longer permitted or accepted.
- (c) Items that were never listed on a purchase order cannot be added to a processed order. A new purchase order should be submitted.
- (d) **Once the purchase order is signed, it can no longer be altered.** It must be replaced with a new order unless the total invoice is less than 10% different in price. This change must be authorized by the Chief Financial Officer/School Business Administrator.
- (e) In the case of minor excess charges (less than 10% difference of the PO amount), the Chief Financial Officer/School Business Administrator will authorize a change in the purchase order. In the case of a major excess (more than 10% difference of the PO amount), the original purchase is closed and the information is sent to the Business Office for the entry of a new requisition with the new prices. Please reference the original purchase order number. This rule also applies to changes for incorrect account numbers or wrong vendors.

4.4: Allocation of Expenditures

- (a) When charging expenditures to more than one GAAP account, you must support your allocation.
 - What was the method or basis used to distribute the expense? It cannot be arbitrary. Is it by item classification, was a percentage used? You need to provide written documentation on the requisition form that will be sent to the Business Office. It will be attached to the purchase order for possible auditor review.
- (c) If there is not enough money in the proper account to charge off expenditures, a request for a transfer of funds prior to the purchase will be needed.
- (d) Transfer of funds must be submitted to the Board for approval.

4.5: Resolutions

- (a) A board resolution for amounts at or over the bid threshold of \$36,000 is required. Two written quotes are required to be attached to the purchase order if the purchase order amount is 15% of the bid threshold (\$5,400). Cooperative

agreements with other school districts are exempt from the bidding and quote process.

- (b) When submitting board resolutions please make sure to state the nature, duration, service, amount and (*if applicable*) the grant to be charged. **All contracts must be submitted to the Business Office for signature. No other employee is permitted to sign contracts.**
- (c) The Business Office will publish a notice in the official newspaper as per title 18A regulations to disclose professional services contracts.
- (d) Once a resolution is board approved, the originator should complete a requisition.
- (e) The Business Office will sign the contract and forward to the appropriate parties.

4.6: Reimbursements

- (a) AS A GENERAL RULE, THE BOARD DOES NOT REIMBURSE EMPLOYEES FOR ITEMS AND GOODS PERSONALLY PURCHASED BY THE EMPLOYEE. The Board recognizes that there are occasions when items may need to be purchased immediately and will make every effort to expedite purchase orders.
- (b) Petty Cash: The Board does not maintain a petty cash account.
- (c) Travel/Conferences: All travel requires prior approval from the Lead Person and the Board. The following provisions apply to travel(State Circular 08-013 OMB):
 - Overnight travel in the State of New Jersey is no longer reimbursable.
 - One day trips are not eligible for meal reimbursements.
 - An employee can no longer purchase their own airline or non-local rail tickets. They must be done through the purchasing procedure.
 - Only federal reimbursement rates can be utilized at conferences or conventions.
 - Training to maintain a certification that is not required as condition of employment is not authorized.
 - For third party funded events payment arrangements should be on the third party organization's letterhead. Travel of this type of event is permissible only if the third party funds the entire cost of the attendance.
 - Local Same Day Travel: Travel to New York City or Philadelphia metropolitan areas but only if (1) the travel does not include an overnight (hotel) stay, (2) the amount of any reimbursement for gas, tolls, etc. does not exceed \$50 per day, and (3) registration fees do not exceed \$100 per person.

Out-of-State Travel

1. Complete the Request for Out-of-State Travel form and submit your request to the Lead Person with a copy to the Business Administrator. Please make sure to include the following: who (names of individuals), what (name of conference), where (location and dates of travel), why (educational value to the students) and the total cost of the trip.
2. Departments shall patronize hotels and motels that offer that offer special rates to government employees unless alternative lodging offers greater cost benefits and is more advantageous to the conduct of the State business. Agencies must search <http://www.fedrooms.com> and select the State employee's option for a hotel with government rates at or below the per diem rates.

Once you are approved, select one of the following options:

- Contact a travel agency. (Wherever Travel accepts purchase orders for travel and hotel arrangements). You must put through a requisition. Airline arrangements must now be made with a purchase order. The most economical air travel must be used, including the use of discounted and special rates. The following is recommended be considered by the State:
 - Use of connecting versus non-stop flights
 - Use of "low-cost" airlines
 - Departing earlier or later
 - Exploring alternative arrival and departure dates
- If making your own hotel arrangements, you must secure your reservation with your credit card. A school check can be cut and brought with you to pay for your stay.

(d) You are eligible for food, travel (hotel, airline) and transportation (mileage, bus, train, taxi, parking and toll charges) expenses pertaining to approved travel. Room tax, occupancy tax will be reimbursed. Original receipts should be submitted. Credit card receipts are not acceptable alone; need itemized receipts. Sales tax will not be reimbursed if in New Jersey.

(e) The travel regulations dictate that the amount reimbursable for meals and incidentals per region <http://www.qsa.gov> website. This per diem chart dictates what is reimbursable for breakfast, lunch and dinner. You will not be reimbursed for expenses beyond these amounts. Reimbursement for breakfast on the day of travel and dinner on the day from travel are not allowed.

- (f) The maximum rate for NJ is \$51 per day (includes meal tip) and \$3 for incidentals (tips to baggage handlers, hotel maids). www.gsa.gov Alcoholic drinks are not reimbursed. Original receipts should be submitted along with a calculator tape that should prove to the requisition. Please remember to deduct sales tax if in New Jersey and also identify meal category.
- (g) Lodging – Lodging rates are set by the www.gsa.gov website. The previous convention exception is no longer in effect. Staff members shall document their effort to secure the lowest convenient price for hotels and airfares by attaching, if possible quotes from different hotels.
- (h) Taxi reimbursement to and from hotel or airport only. Valet parking is not reimbursable.

4.7: Field Trips

- (a) The State now requires that all field trips be board approved. All requests must be sent to the Chief Academic Officer for approval. Then the Chief Academic Officer forwards the list of request to the Business Office for board approval. Please plan ahead.
- (b) Mileage rate is set by the New Jersey Department of Education and is currently \$.31/mile. The LEAP Academy policy is to use that rate for the entire school calendar year. Please submit a mileage log. Out-of-district and in-district mileage shall be submitted with an Expenses Statement Form to be paid through a purchase order at the rate listed earlier.

4.8: Refreshments for Meetings

- (a) If you are requesting refreshments at any meeting, please contact the Chief Financial Officer/School Business Administrator for guidance in this issue. In most cases, the request will be denied unless the refreshments are for a student activity or an approved parent event usually covered by revenues generated by the Parents Council.
- (c) If refreshments are approved, the Food Service Department services **MUST** be utilized unless prior approval is received, the event requires “ethnic food”, the event includes a donation of food (i.e., partnership with the Food Bank) or the event occurs during the summer months.

4.9: Professional Services

- (a) 18A:18-2 Definition of professional services:
 - i. Professional services" means services rendered or performed by a person authorized by law to practice a recognized profession and

whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.

- (b) A board resolution is required for any professional service over \$4,350.00. See definition in the Business Office section.
- (c) Curriculum or grant related resolutions should be sent to the Chief Academic Officer for administrative approval.
- (d) Other resolutions should go directly to the Chief Operations Officer for approval. The Business Office only accepts resolutions approved by an administrative or operations Chief.
- (e) All contract information should be attached to the resolutions. Contracts can only be signed by the Chief Financial Officer/School Business Administrator or by the Board President.
- (f) Approved resolutions are then placed on the agenda for Board approval.
- (g) Please be sure, when writing a resolution, to include the name of the grant to which it will be charged.
- (h) Whoever initiates a resolution should follow up with the purchase order after board approval.
- (i) If a resolution is approved to an individual, that should be the name of the vendor on the purchase order. If a resolution is approved to a company, the purchase order must be made out to the same name.
- (j) To expedite the purchase orders please submit a copy of the approved resolution and the contract along with your requisition.

C. Personnel Procedures

5.1: Procedure for Attendance Verification Process

- (a) All full-time and part-time staff (teachers, aides, substitutes, non-instructional staff and custodians/maintenance personnel) will swipe in at the front entrances of each of the schools. All staff may sign in/out at either of the two hand scanners at each school. Shared employees should sign in/out of each school that they work if they travel to different schools during a work day.

- (b) Each school Principal and Office Manager will receive an e-mail of absence staff each morning. Any teacher, substitute or aide that does not sign in will be included in that e-mail to the Principals and this will provide the school time to cover a class, if needed.
- (c) All Substitute teachers, and aides will swipe in daily at one of the two hand scanners at each school. The Principal will assign the Substitute or aid with the name of the teacher and class assignments the substitute is filling in for that day. This list will be sent to the Business Office weekly. All other employees report days out to their immediate supervisor and verifies submission of the proper forms to the Human Resources Office. **All employees** not in attendance must be reported and charged appropriately (sick, leave, school business, etc.).
- (d) Employees will receive quarterly attendance reports from the Personnel Office to assist them in completing the Staff Absence Form and requesting a personal/bereavement/vacation day(s), etc. in advance. The form is then submitted to their supervisor for approval. An employee will review, sign and return the report as part of the verification process for that quarter within some set time. If employee does not return the signed verification then the quarterly report sent will be assumed to be correct.
- (e) The supervisor or his/her designee will review the attendance records to ensure the employee has the day(s) available to be absent without the need to be docked for that absence.
- (f) If the employee has the day(s) available, the supervisor can approve it. If this employee does not have the day available, the employee needs to request the day without pay in writing for Board approval. The request should be submitted to the Chief Operations Officer or designee.
- (g) The Chief Operations Officer will forward the form to Human Resources who will verify the available days and update the system. If Board approval is required, payroll will be notified of the outcome.
- (h) It is the employee's responsibility to inform the Principal/Supervisor if they do not take an approved day(s). The Principal/Supervisor needs to notify via e-mail to Human Resources informing them of the cancelled date.

5.2: Sick Days

- (a) The employee will complete a Staff Absence Form the day after they return to work.
- (b) The supervisor or his/her designee will review the attendance records to ensure the employee has the sick day(s) available. If they do, they indicate that, sign and send to the Superintendent for approval.

- (c) If the employee does not have the sick day(s) available, the supervisor should indicate that and have employee request for Board approval for days without pay. If the supervisor, employee and Chief Operations Officer or Chief Academic Officer (in the case of teachers) are agreeable, the employee may take a personal or vacation day, if available instead of requesting the time without pay.
- (d) The supervisor will sign and forward to the Chief Operations or Chief Academic Officer for approval. The approved documentation will be sent to Human Resources for implementation.

5.3: Personal Leave Days

- (a) Full-time (10 and 12 month) employees are entitled to three (3) Personal Leave Days per year during the first three years of their employment.
- (b) New full-time employees will receive three (3) Personal Leave Days after ninety (90) days of employment. Personal days will not be granted to new employees after March 1st per the current LEAP Policy Manual.
- (c) Unused personal days at June 30th will be lost and not be carried over to the next fiscal year.

5.4: Procedure for Custodial/Maintenance/Grounds Overtime

- (a) Custodians/maintenance/grounds personnel will be provided equal access to overtime opportunities.
- (b) The custodian/maintenance/grounds person shall swipe in and out, including overtime. Overtime will not be approved unless the hand scan document is approved by the CFO/School Business Administrator.

5.5 Attendance Reporting

- (a) All employees are to register their attendance in their building.
- (b) An employee's absence is recorded after the office manager reviews the daily report received via e-mail from the main office. This information is placed on the "Staff Absence Report for **ALL PERSONNEL**".
- (c) A Daily Absentee and Substitute Report is to be sent via inter-office mail to the Payroll Department. A Weekly Sign-In Substitute Report is to be sent via inter-office mail to the Payroll Department each Friday morning for the purpose of reporting the substitutes.
- (d) The employee is required to complete a "Staff Day Off Form" when they return to work following an illness from work.
- (e) The employee is required to fill out a "Staff Day Off Form" in advance of any other leave day requested prior to an absence for approval (i.e. vacation day,

school business day, personal day, etc.). A personal leave request must be made five (5) days prior to the requested day except in an emergency situation. Please refer to the most current LEAP Academy University Charter School Staff Policies and Procedures Manual and Board Policy for additional explanation in these matters.

- (f) It is the employee’s responsibility to e-mail his/her Principal/Supervisor and Human Resources indicating that a previously approved day was not taken. In the event that it was a professional day, the Chief Operations Officer’s Office should also be notified via e-mail.

5.6 Staff Procedure Requesting a Leave of Absence

- (a) Submit a letter requesting a leave for medical, maternity, or personal to the Chief Operations Officer or Chief Academic Officer (instructional staff).
- (b) Include the start date, type of leave and whether you wish to utilize sick/personal days (if available).
- (c) If the request is a medical/maternity leave, then a Doctor’s note must accompany the request. Please see the Human Resources Manager for the medical form that needs to be completed by the employee and their medical Doctor.
- (d) Copy the School Principal, HR Manager and Business Office.
- (e) Once the letter is received, your request will be reviewed and submitted to the school board for approval, and a response letter will be mailed at that time.

5.7: Days Allowed For Absences

Sick Days (Teachers)	<ul style="list-style-type: none"> ◆ Teachers who start employment on September 1st are awarded 11 days of sick leave. Employment start dates after the month of September, teachers will receive a pro-rata share of days depending on his/her start date. ◆ Teachers with perfect attendance can qualify for a cash incentive bonus.
Sick Days (12 month)	<ul style="list-style-type: none"> ◆ Full-time 12 month employees will receive 1 day per full calendar month worked. After the first year, 12 month employees earn 1.08 days per full calendar month worked or 13 days over a 12 month cycle (July 1 – June 30)
Sick Days (10 month non-union staff)	<ul style="list-style-type: none"> ◆ Ten (10) month non-union employees receive 1 day per full calendar month worked. After the first year, 10 month employees earn 1.08 days per full calendar month worked or 11 days over a 10 month cycle (September 1st – June 30th).
Personnel Day(s)	<ul style="list-style-type: none"> ◆ Full-time employees receive 3 days per year. ◆ Teaching staff with perfect attendance who qualify may receive a cash incentive bonus or convert their unused personal days into accumulated sick time.

Religious Day(s)	◆ NONE ARE PERMITTED – Anyone taking a religious day must take it as a personal day or vacation day.
Jury Duty	◆ The LEAP Academy recognizes the civic duty of school employees to serve as jurors. The employee who is summoned for jury duty must attach a copy of the jury summons notice to the Staff Day Off form and submit same to the Board Office. That employee will be paid for days missed due to Jury Duty. Any check paid by the legal agency to the employee must be endorsed and submitted to the Payroll Department for full salary on the effected day(s). The only exception to this is mileage and meals reimbursement.
Bereavement Leave	◆ 5 days – death in immediate family or household relative ◆ Maximum of 10 days per year
Substitutes and Monthly Substitutes	◆ Do not get any sick, personal, vacation, jury duty, bereavement or professional days
School Injury	◆ Any day taken as a school injury will not be acknowledged unless an accident report is sent to Human Resources (Re: Worker’s Compensation). ◆ All absences due to school injury must be documented with a doctor’s note from one of our Worker’s Compensation Doctors.
❖ Professional and School Business Days	◆ All Professional and School Business days, even those recommended by a supervisor or principal to a teacher <u>must</u> be applied and sent to the <u>Superintendent.</u>

Please Note: The difference between Professional and School Business Days is as follows:

- ❖ **Professional Days** – they must be related to your areas of work
- ❖ **School Business Days** – Days one must attend or is requested to attend by his/her Supervisor, Principal. The name of the person who requests your attendance **MUST** appear on the Advanced Approval Form, or *a professional day will be designated and charged to the number of days permitted.*

5.8: Employee Name Change Instructions

- (a) Contact the Social Security Office and inform them of your name change and apply for a new card. (Only the name will be changed, the Social Security Number will remain the same)

- (b) Complete a new W-4 Form with name change and enclose a copy of your new Social Security Card and send both to the Personnel Office. Enclose a slip of paper with your old name.
- (c) If you want to change your beneficiary, complete “Designation of Beneficiary”
- (d) Fill out the changes on the Benefits Add/Term/Change Form. Copies of marriage license, divorce decree, birth certificate(s) are required for changes.
- (e) Please **do not use your new name** on any school forms (Staff Day Off form due to illness, etc.). Do not sign any school document with your new name **until you have provided the Personnel and/or Payroll Department with a copy of your new Social Security Card indicating your name change.**

5.9: Position Classification and Control System

- (a) Key Definitions of Position Control and Classification:
 - i. Salary Structure—Salary ranges identified for each grade.
 - ii. Salary Budget—Overall budget for salaries.
 - iii. Salary Administration—Issues addressed by the Personnel Committee. These include (1) how employees’ progress through salary ranges; and (2) how special circumstances are addressed (e.g., new employees, promotions, significant inequities, etc.).
 - iv. New Jobs—Represent those jobs where at least 51% of the original essential responsibilities have changed, as identified in the Job Description. New jobs can be completely a new job to the organization or can be the result of significant changes to an existing job whereby the job is no longer reflective of an existing position anywhere within the district.
 - v. Promotion—Movement from one job to another . The promotion must be based on the employee’s knowledge, skills and abilities, as well as business needs.
 - vi. Lateral Transfer—Changes to positions with equivalent education, responsibility, or experience within the same salary grade or changes to jobs with equivalent education, responsibility, or experience where the transferred employee’s current salary is not above the maximum for the salary range in the new position.
 - vii. Demotion—Movement from one job to another with a lower salary grade.
 - viii. Inequity—Significant differences in an employee’s salary from others in the same salary grade that cannot be explained by original placement, guidelines, and employee transfer or other policy or procedure outlined herein.
 - ix. Base Salary—Salary for the regular workday plus any supplements for a new or different job that is part of the regular work day.
 - x. Upgrade—Changes in the job description, responsibilities, or educational requirements that result in a reclassification to a higher salary grade.

- xi. Experience—Documented work in a related field or position. Considerable experience is at least three years in such a field or position.

(b) Classification Guidelines for the Personnel Committee:

- Requests for classification action and salary recommendations beyond the base salary set for the position should be made by and through the supervisor with approval from the Superintendent.
- Classification Reviews or Salary Placement along with Inequity Reviews will be reviewed in the Personnel Committee.
- Classification requests should include:
 1. Classification Review Request
 2. Completed Position Description Questionnaire
 3. Organizational chart
 4. Current Job Description
- The Chief Operations Officer will review all request before they are submitted to the Personnel Committee.
- All reclassifications and upgrades will be brought to the Personnel Committee once a year as part of the budget process, unless the position is vacant.
- A Board approved position upgrade shall be advertised.

(c) Adjusting salaries below the salary grade minimum: Typically, no position is worth more than the maximum established rate for its salary grade. Salaries should not be raised above the maximum for any position any individual occupies. In the event an incumbent is above the maximum established rate for their salary guide:

- Freeze the incumbent's pay until their base pay is "recaptured" by subsequent adjustments in the maximum values of their jobs' salary grades.
- Further increases can be made up to the range maximum.

(d) Salary guidelines for new employees:

- New employees are generally started at the base salary for the position.
- New employees may be recommended at a starting salary up to eighty-five (85%) of the mid-point of the salary range. Any base salary recommendation above this threshold must be submitted in writing to the Personnel Committee for determination, after careful consideration of education, experience and previous employment.
- The Personnel Committee must be provided reference salaries of current position incumbents prior to the committee reviewing the initial salary recommendation.

(e) Critical Hire Policy:

- Jobs for which the school is consistently unable to attract acceptable candidates at the designated salary will be determined to be critical positions for not more than one year after review and approval by the Personnel Committee.

- Once a position is deemed to be a critical position, pay will be governed by entirely market-driven salary grades with midpoints anchored at the jobs' 50th percentile market rate in the appropriate labor market .
- If the position no longer qualifies as a critical position, it will continue at a wage that falls within the standard hiring policy. Those incumbents in the jobs formerly designated as critical hires within the School will then be subject to regular School policies.

(f) Salary Adjustments—transfers within the same salary grade:

- Employees assigned to another position within the same salary grade with essentially the same position responsibility level should remain at their current salary level and grade to which they are currently assigned.

(g) Salary Structure Design and Administration:

- i. **Salary adjustments—promotions to higher grade:** Generally an employee who receives a promotion to a higher salary grade (either by taking on a new position or by the employee's current position being reclassified to a higher salary grade) should receive a salary increase effective on the date the promotion becomes official.
- ii. **Salary adjustments—Position reclassification to lower grade:** If a position is reassigned to a lower salary grade, there should be no downward adjustment in salary during the contract period. If the employee's salary is above the range, the incumbent's pay will be frozen until the end of the incumbent's contract period or until upward adjustment to the salary structure itself results in the maximum for the range exceeding the incumbent's salary. Further increases can then be made as appropriate as long as the salary remains within the range.
- iii. **Salary adjustments—transfers to lower grade:** If, based on a Personnel Committee action, an employee is transferred to a lower salary grade, whether voluntary or involuntary, the employee will maintain their current salary through the end of the current fiscal year. In June of the current fiscal year the Personnel Committee will review and set the salary, within the range of the new position, based on the supervisor's recommendation, noting that there must be significant justification to recommend that the salary be placed at the high end of the Salary Range.

(h) The Personnel Committee of the Board meets to review job classifications and ratify new position assignments, and/or existing position reassignments (e.g. new jobs, jobs with changing duties and responsibilities and positions which are believed to be, by at least one committee member, inappropriately classified) in preparation for Board approval. All recommendations must be approved by the full vote of the Board to become effective.

D. Payroll and FICA Procedures

6.1: Payroll approval

- (a) The district payroll is a document driven system. Pay is authorized by the Board at the request of personnel via either contracts or timesheets.
- (b) After Board authorization, contracts are issued in triplicate with one copy for the personnel office, one for the payroll office and one for the employee. Contracts are prepared by the personnel office and signed by the board secretary.
- (c) After Board authorization, timesheets are prepared for work completed at the school and signed by the principal.
- (d) Every year the payroll is checked to ensure no 'ghost' employees are included by requiring all employees to present themselves with proper identification for a given payroll.
- (e) Substitutes are approved by the Board and placed on a list to be used. Contract pay is entered into the district's financial software by the personnel office.
- (f) Timesheet pay is entered into the district's financial software by the payroll accountant.
- (g) The payroll accountant reconciles the data entered and proves it to the master payroll spreadsheet maintained by the Business Office.
- (h) Once records are in accord the business administrator reviews the records and authorizes the payroll.
- (i) Checks/direct deposit vouchers are printed by the payroll system. All appropriate reports are generated and stored on the computer system.
- (j) Direct deposit records are transmitted to the bank.
- (k) Monthly the Payroll is certified accurate by the Chief Financial Officer/School Business Administrator, Chief Operations Officer and the Board Chair.

6.2: Payroll Agency

- (a) Payroll agency records are reviewed and reconciled by the assistant to the business administrator. Payroll agency check data is entered into the district's financial software.
- (b) Payments are reviewed by the assistant to the Chief Financial Officer/SBA.

- (c) Checks are printed for distribution to the appropriate vendors.
- (d) Reports are generated for the treasurer of school monies for use in reconciling the agency account.

6.3: FICA

- (a) Upon the processing of the payroll for the period, application for the reimbursable FICA amount is entered into the NJ Department of Education website, specifically WWW.Homeroom.state.nj.us, for the full amount of the reimbursement. This process is done on each and every pay period. Detailed information regarding the website can be found at <http://www.state.nj.us/education/finance/sf/sscsman.pdf>
- (b) The reimbursement amount is determined by the Systems 3000 payroll program, specifically contained within a report titled “ Summary of Social Security Contributions”. This reports details the amount due to the district at the bottom of the page. The amounts are transferred into the NJ DOE’s report by the date of the pay and should agree with the “report period” line which must agree to the detailed report as generated through the Systems 3000 payroll module. This process should be done no later than the date of the payroll.
- (c) The amount submitted and received are reconciled and agreed to the submitted totals on a monthly basis. Any variance is investigated and resolved in a timely fashion.

F. Student Activity Account Procedures

7.1 School Responsibilities

- (a) Purchases made through School Activity Accounts may not be reimbursed with board funds.
- (b) Purchase orders made payable to School Activity accounts for the aforementioned purpose will not be signed.
- (c) Remember to have documentation for every check written.

7.2 School Responsibilities – Receipt of Funds

- (a) Once funds are received, they become public dollars and subject to 18A and criminal code.
- (b) Fill out the cash receipts books immediately upon receipt of funds.
- (c) Make sure the voucher is filled out completely.
- (d) Make sure the principal and donor both sign.

- (e) After both signatures make a copy for donor.
- (f) Deposit funds within 48 hours of receipt of funds.
- (g) Attach deposit and receipt book slip to this receipt.
- (h) Make copy for your records then send originals to the business office.

7.3 School Responsibilities – Expenditure of Funds

- (a) Fill out expenditure approval voucher completely.
- (b) Attach the original invoice to voucher (check will not be processed without invoice).
- (c) Send to Business Office for the CFO/SBA's signature.
- (d) All checks must have two signatures.
- (e) Make a copy for your records before sending.
- (f) You will be contacted by the Business Office when the check can be picked up.
 - Do not pay for sales tax.
 - Checks cannot be made out to cash.
 - Checks must be student activity or parent council related.
 - Be very clear about the purpose of the check.

7.4 Business Office Responsibilities – Receipt of Funds

- (a) The Board Office retains the original deposit and receipt book slip in their files

7.5 Business Office Responsibilities – Expenditure of Funds

- (a) A check is processed upon receipt of the original invoice and voucher from school.
- (b) Vouchers and original invoices are retained in the business office files.

7.6 Business Office Responsibilities – Bank Reconciliation

- (a) All receipt and disbursement journals are completed for monthly reconciliation.
- (b) All district student activity accounts are reconciled on a monthly basis.

E. Technology and Information Management

8.1 Contacting the Technology Department

- (a) Please utilize the “Trouble Trakker” software located on the website when reporting technology issues within the LEAP Academy Charter School District (www.leapacademycharter.org). Under Staff Use, choose the Trouble Trakker option and complete the on-line forms. You will receive an e-mail or a personal visit from one of the district’s technology staff.

8.2: Access for users

- (c) Each user that has access to the network is given a unique account and password to login to the network. Passwords expiration is set at 90 days to ensure the same passwords are not used for more than 90 days at a time. Acceptable Use Policies are in place to ensure user credentials are secure.

8.3: Virus Software and Computer Security

- (a) Virus protection software is installed on all endpoint devices and is updated daily as new definitions are available. Virus protection software is also installed on the email gateway and updated daily to scan and prevent access to items that contain viruses.
- (b) Battery backup devices are in place at the technology office.
- (c) Access to websites by students and employees is through a content filter that restricts access to websites based on the content of the website or keywords. Filtering subscription content types are maintained by a third party vendor.

8.4: Procedures for the Purchase of All Technology Items

- (a) Any school/department who wishes to order any technology items must first speak with the Technology Department staff.
- (b) Request should be made in first in writing and should include a detailing of the location where the equipment should be installed and how it should be configured.
- (c) Please make sure that when submitting a “Trouble Trakker” work order that you have already confirmed that there is enough space and electrical capacity to handle the new equipment when it is installed.
- (d) Upon receipt of your request for a quote, the Technology Department will review the request and advise you if the request is the best fit for the district. The Technology Department may enlist the assistance of the Chief Operations Officer in determining the best course of action.

- (e) Type the requisition and print a copy of the requisition and send it along with a copy of the quote that you received from the Technology Department and a copy of the work order to the CFO/School Business Administrator's Office.
- (f) All technology orders will be delivered by the building custodians to the Technology Department. Upon receipt, you will be e-mailed that your equipment has arrived and you will be given an approximate date that the equipment will be installed.
- (g) After the equipment is installed you will receive a copy of the completed work order for your records.
- (h) Any requests for quotes without a work order attached will be returned. Any requisition that is sent to the CFO/SBA's office without a copy of the work order will not be processed.

8.5: Trouble Trakker Submission for General Repairs

- (a) Please utilize the "Trouble Trakker" software located on the website when reporting technology issues within the LEAP Academy Charter School District (www.leapacademycharter.org). Under Staff Use, choose the Trouble Trakker option and complete the on-line forms. You will receive an e-mail or a personal visit from one of the district's technology staff.
- (b) The Technology representative will inspect the problem and attempt a repair if it is a simple problem.
- (c) If the Technology representative cannot repair the problem, they will forward the "Trouble Trakker" order on to the Technology Service Manager.
- (d) The Technology Service Manager will be assigned the work order and review the problem if the problem cannot be resolved the Technology Service Manager, then the MIS will contact an outside consultant.
- (e) The technician will note any pertinent information on the work order detailing the problem and the repair status.
- (f) Upon completion of the repair, the technician will close-out the work order.
- (g) A weekly work order report will be prepared by the Technology Department and e-mailed to appropriate administrators.

8.6: Request a Quote for Hardware, Software or Supplies

- (a) A Work Order Request must be entered in “Trouble Trakker” for all quote requests. Please follow the appropriate Work Order submission procedure above.
- (b) Please include a detailed description of your quote request including the maximum dollar amount that you are able to spend.
- (c) Requests for items with many options must include the appropriate details before a quote can be generated. For example, a request for a printer quote should describe if this printer should be an ink-jet or laser, local or networked, color or black and white.
- (d) The Technology Department will send or e-mail the quote to the individual who requests the information.

8.7: E-Mail Accounts – Requesting a New Account

- (a) A Work Order Request must be entered in “Trouble Trakker” for all e-mail account requests. Please follow the appropriate Work Order submission procedure above.
- (b) Any individual requesting an e-mail account must agree to abide by all applicable laws, policies, regulations and procedures for the use of district technology hardware/software.
- (c) All District e-mail accounts are created through Rutgers University. The email format will be seven characters followed by @camden.rutgers.edu.
- (e) The district also groups e-mail accounts within building and department to send announcements to district employees.
- (f) The Technology Department will close-out the work order when the account is setup.

8.8: E-Mail Accounts – Problems

- (a) A Work Order Request must be entered in “Trouble Trakker” for all e-mail account problems. Please follow the appropriate Work Order submission procedure above.
- (b) Please detail the problem with your e-mail account on the work order.
- (c) If you receive a message that your mailbox is full, please delete all unnecessary e-mails in your “Inbox”, “Drafts”, “Sent” and “Deleted” Items folders. Please note

that if you create any new folders, these items will still count toward your storage capacity and they should be stored on your computer.

- (d) Your buildings technology representative will review your issue and investigate and take appropriate corrective action.
- (e) Your technology representative will close-out the work order when the issue is resolved.

8.9: Submissions/Changes to District WebPages

- (a) Rutgers/CSUCL staff Sonia Gonzalez maintains the School's website. All changes and additions will go through the Technology Department first.
- (b) Please enter your Work Order Request in "Trouble Trakker" for all webpage submissions or changes. Please follow the appropriate Work Order submission procedure above.
- (c) The Technology Department will close-out the work order when the webpage is posted or corrected.

8.10: Phones – Requesting a New Phone

- (a) The Principal/Supervisor of the school/department must send an e-mail requesting a new telephone to the Technology Department. The e-mail should indicate if the request is a new telephone or a replacement of an existing telephone. The requestor should specify the type of telephone that they are requesting and the reason(s) why.
- (b) The CFO/SBA will determine if there is a need for a new/replacement telephone.
- (c) If the CFO/SBA determines that a new/replacement telephone is warranted, the Technology Department will be contacted to order the telephone via Purchase Order and input a work order in "Trouble Trakker".
- (d) If a new telephone jack is needed, the CFO/SBA should contact the maintenance department to see if they can run the phone line. If they cannot the CFO/SBA will contact the telephone company to install the telephone jack.

8.11: Phones/Fax Machines – Reporting a Problem

- (a) A Work Order Request must be entered in "Trouble Trakker" for all Phone and Fax machine problems. Please follow the appropriate Work Order submission procedure above.

- (b) Your buildings technology representative will review your issue and investigate and take appropriate corrective action.
- (c) Your technology representative will close-out the work order when the issue is resolved.

8.12: Emergency Requests

- (a) The Technology Department realizes that all problems are emergencies to end users; however, we must prioritize all work order requests (“Trouble Trakker”).
- (b) We try to give priority to all hardware/software issues.
- (c) If you have an emergency, you must still submit the request via “Trouble Trakker” but please contact your buildings technology representative to report the problem so that we may expedite it.

8.13: Special Requests

- (a) On occasion, users may have special requests to provide technicians, equipment or services from the Technology Department.
- (b) These requests must be entered as work orders in “Trouble Trakker” with as much detail as possible.
- (c) Please follow-up with you buildings technology representative with a phone call or e-mail after the request is entered in “Trouble Trakker”.

8.14: Systems 3000 Installation/Problems

- (a) The Technology Department is responsible for installing the Systems and verifying that you can connect to the Systems 3000 software. If you get the Systems login box and you have any problems beyond that point, you must contact the Business Administrator for assistance.
- (b) To request Systems installation or to report a problem, please follow the above procedures for submitting a Work Order Request in “Trouble Trakker”.

8.15: Discarding of Equipment

- (a) District equipment may not be thrown away or given away by any individual in the district.

- (b) Any school or department wishing to dispose of any technology equipment should prepare a list including the make, model, serial number and condition of the equipment. The list must be forwarded to the CFO/SBA.
- (c) The CFO/SBA will prepare a Board resolution requesting that the Board authorize the disposal of all items listed. Once the Board approves the disposal of a fixed asset, the item(s) will be removed from the fixed asset report.
- (d) The Technology Department will attempt to place any working equipment in another building or department. Any working equipment that is not wanted anywhere else in the district may be donated to another non-profit entity. Any remaining equipment will be disposed of through an electronics recycling vendor.

8.16: Data Backups for Computer Users

- (a) All users of LEAP Academy University Charter School District computers are responsible for backing up their personal documents and files (normally C:\ drive). The Technology Department will assist with backups if necessary, but the department does not backup user's data from their computers.
- (c) Please backup all files on your local computer that you do not wish to lose in the event of a hard drive failure. A hard drive is a mechanical device that is prone to failure so proper archiving of important data is critical since it may not be retrievable depending on the nature of the hard drive failure.
- (d) The Technology Department recommends that all users review their network and local computer drives to delete or archive files that are no longer utilized.
- (e) The Technology Department maintains a set of backups for the network drive data are stored on an off-site location for added security.

8.17 Procedures for Laptop Usage

- (a) Teachers: Teachers: All teachers are given laptops at the beginning of the school year. They must see the Technology representative for their building and will be assigned a laptop. At this time they must sign the staff laptop agreement which states all policies and procedures for laptop usage. The technology representative will then update inventory to reflect assigned staff.
- (b) Students: All Senior students are given laptops to assist them with their educational class and homework assignments. The laptops are fully inspected and updated by the Technology Technician before the students receive them. Parents and students sign the Laptop User Agreement which states all policies of usage. Once the form is received to the Technology Department, all laptops are distributed. Laptops are inspected periodically by the Technology Department personnel to ensure that students are abiding to the Laptop User Agreement.

- (b) Mobile Laptop Cart: Mobile laptops carts are assigned to teachers by their building technology representative. There are student and teachers sign out procedures posted on the laptop carts. Laptops are inspected periodically by the Technology Department personnel.

G. Receiving Department Procedures

9.1: Receiving & Processing of Incoming Goods - Responsibilities & Procedures

- (a) The Office Managers are responsible for the receipt and distribution of all goods delivered through each school receiving.
- (b) It is district policy to have orders delivered to the loading dock at each individual location. The “Ship To” address must be present on each and every purchase order.
- (c) After receiving and inspecting purchased materials, the custodial/maintenance/grounds department will transport such items to the appropriate delivery point and obtain appropriate signatures on the corresponding receiving documents.
- (e) The Office Managers will inspect shipments for obvious damage, irregularities, or other discrepancies. After the order is shipped, the custodial/maintenance/grounds department should sign the green copy of the purchase order and send it to the Business Office. However, the originator of the requisition (purchase order) is ultimately responsible for the acceptance of the merchandise, and should advise the Business Office, in writing, immediately upon discovery of any damages, irregularities, nonconformity with specifications or other discrepancies.

9.2: Receiving & Processing of Incoming Goods – Additional Responsibilities

- (a) The moving of equipment, furniture and other items request must be submitted to CFO/SBA in writing. All move requests pertaining to Technology items should be directed to the Director of Technology
- (b) Move orders procedures:
 - All move orders are to be handled by the CFO/SBA.
 - Each move order is completed based upon its effect on the continuance of academic activities.

- Move request are usually completed within five (5) working days.
- Move orders should be completed and mailed via inter-office mail.
- **Faxed requests to move materials will not be honored.**

9.3: Receiving & Processing of Incoming Goods - Exceptions

- (a) When schools are closed due to holidays or normal closings, there will be no deliveries made that will require a signature for proof of delivery. Items that are of bulk, furniture moves and copier supplies will continue to be delivered as arranged by the custodial/maintenance/grounds personnel of each school or location.

9.4: Materials Return – Responsibilities & Procedures

- (a) It is the responsibility of the originator of the purchase order to arrange the filing of all claims for damaged materials, and to initiate requests for replacement shipments. The Central Office Person can assist you with shipping items back to vendors, if necessary. However, a call tag from the vendor is best way to accommodate returns.
- (b) The return of any supplies or materials to the vendor, whether resulting from damage, missed-shipment, or other reasons, should be arranged through the purchase order originator who will then notify the Accounting Specialist to assure applicable credits or refunds are received.
- (c) The department responsible for the purchase order should notify the vendor immediately of any problems with the delivery. The information should also be copied to the Accounting Specialist. The following information should be provided:
- Vendor name and purchase order number.
 - Date received.
 - A list of the items damaged or affected by differences, irregularities, or non-conformity with specifications, and a detailed description thereof.
 - Condition of the parcel(s) upon receipt.
 - Location of the parcel(s).
- (d) Purchase Order originator will notify the Accounting Specialist of the discrepancy in order to update its records of the purchase order.

- (e) After arrangements have been made to return the items to the vendor, the purchase order originator will schedule a pick-up with the vendor and let the custodial/maintenance/grounds staff know of expected pick-up information. The purchase order number must be prominently displayed along with the return label supplied by the vendor, on all items being processed for return.

9.5: Materials Return – Exceptions

- (a) Materials may be returned for immediate exchange directly to the supplier. The exchange should be for the same item(s) or comparable item(s) of equal value. The department responsible for the exchange will notify the Accounting Specialist who will update the purchase order to reflect the changes. *You may not substitute an item for a different item even if they are of equal value. A new purchase order should be generated.*

F. Facilities

10.1: Building Coordinator

- (a) While any staff member or faculty person may contact the Head Custodian or the CFO/School Business Administrator, the building principal/supervisor or his/her designee has the responsibility to be the contact person for the facility to handle communications and administrative details. The building principal/supervisor generally reviews the building maintenance requirement and forwards a written request to the building secretary to enter into the “School Dude” software via the school’s web page.
- (b) During the periods of school vacations, the head building employee will assume the responsibility to forward the work order requests to the secretary for entry into the “School Dude” software via the school’s web page.

10.2: Planning for Alterations & Remodeling

- (a) The first step that a school must take before deciding on all major and minor elective alterations or change of use of space is to communicate, in writing, to the Chief Financial Officer/School Business Administrator. He will review and submit all requests for remodeling and space allocation to the Board, after consulting with the Chief Operations and Chief Academic Officers.
- (b) After the request is approved, it will be sent to the CFO/SBA to obtain a Project Cost Estimate for the proposed work. A source of funding must be identified before the project will move to the design and construction phases. Once the project is funded, the CFO/SBA will prepare the proper documentation to submit to the full Board for approval and to the County Superintendent or the Department of Education if required. The CFO/SBA will handle application for building permits, bid specifications, plans and drawings and will coordinate the

design and construction phases and keep all concerned informed of scheduling and major events.

10.3: Maintenance and Repairs of Equipment

- (a) The Business Office holds contracts with several service companies who provide maintenance and repair services such as elevators, fire alarms, burglar alarms, clock repairs, public address system repairs, gym door repairs and roof repairs.
- (b) The Maintenance Department is prepared to carry out some renovations, alterations or improvements and support buildings in order to offer a constant safe environment. These operations must be scheduled in advance.

10.4: Work Orders Submission for General Repairs

- (a) Contact a secretary in your building/department with the room number, make, model, serial number and description of the problem.
- (b) The secretary will complete a Work Order Request in the School Dude software via the district web page.
- (c) Requests for repairs are submitted to the CFO/SBA. Upon review, all work orders are classified by category and are given a priority.
- (d) Once it is established who will perform the work, the work will be to a maintenance employee or to an outside contractor.
- (e) The assigned maintenance employee will report to the school and address all work orders that have been assigned.
- (f) The maintenance employee will note any pertinent information on the work detailing the problem and the repair status.
- (g) Upon completion of the repair, the maintenance employee will close-out the work order in the School Dude software via the school's web page.

10.5: Outside Contractor

- (a) Requests for service are submitted by the CFO/SBA to a contract service company.
- (b) Before there is any addition or replacement of equipment the contractor will submit a quote for the CFO/SBA's approval and a purchase order, with the proper account number, should be issued.
- (c) In some cases, the installation of equipment may require unusual utility services or may exceed the capacity of the Maintenance staff. When this occurs, the Business Office is prepared to assist by requesting information, cost calculation and preparation of specifications to ensure a problem free installation.

10.6: Handling of Requests for Repairs

- (a) All service requests are handled at the Business Office. Each is assigned a priority (emergency, urgent or routine) based upon their effect on the life safety and continuance of academic activities.
- (b) Emergency and urgent requests are dispatched to the correspondent maintenance personnel immediately.
- (c) Routine service requests requiring less than four man-hours of effort are usually completed within five (5) working days.
- (d) Larger more complex work requests are handled based on the availability of man power.
- (e) Service requests should be entered into the School Dude software via the school's web page.
- (f) Emergency phone calls will be honored, but a work order request must still be entered into the School Dude software via the district web page.
- (g) It should be noted that backlogs are common and inevitable. It may be several weeks or longer in any trade.
- (h) Work orders may be entered into the School Dude software via the school's web page for immediate complex repairs, those requests may be sent to the engineering consultants so that formal plans can be drawn and costs estimated. Scheduling of the work may have to wait until this preliminary work is completed and funds are made available. Once bids are awarded by the LEAP Academy Board, you will be kept informed.

10.7: Work Order Classification

- (a) **Emergency Service Request** - Service provided in emergencies extends to those problems which threaten life and safety or will damage a building severely. Examples of this would be:
 - Water main breaks
 - Major electrical power failures
 - Project in jeopardy
- (b) **Urgent Service Request** – Maintenance staff provides prompt service for urgent maintenance and repair problems such as:
 - Malfunctioning temperature controls resulting in absence of heat in academic and administrative areas
 - Leaks
 - Plumbing problems
 - Defective electrical fixtures

- Broken windows and other security problems
- Broken locks
- (c) **Routine Service Request** - Service is provided as soon as it can be scheduled for routing problems such as:
 - Painting
 - Shelf installation
 - Cracked ceilings
 - Floor tiles
- (d) The Maintenance Department is anxious to keep all inquiries free of entanglement in a web of red tape. When a work order is received through the School Dude software via the school's web page, it is immediately processed and the maintenance staff is contacted for prompt responses to emergencies and urgent situations.

10.8: Noise Control

- (a) The Maintenance Department attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.
- (b) When you are bothered by noise caused by repair projects, call the CFO/SBA so we can try to accommodate your needs.

10.9: Keys and Locks

- (a) The school has recently rekeyed all exterior doors. A key accounting software package was purchased to track the distribution of keys within the school.
- (b) Tight security is maintained over the grand master keys. Very limited distribution is made of these keys.
- (c) Keys are released on a limited basis as related to the employee's job responsibilities.
- (d) Each school had been issue a limited number of keys for their control to assist in normal operational issues.
- (e) Classroom and other instructional rooms are left locked after the normal school hours unless they are to be used by an after school program.
- (f) Offices and storage rooms are opened only at the request of the person assigned to that office.

10.10: Pest Control

- (a) The Maintenance Department provides exterminator service to rid the district buildings of rodents, insects, and other pests. Please call the CFO/SBA Office if you should have a need for this service.

10.11: Recycling

- (a) Materials such as newspaper, glass containers, aluminum cans, office paper and corrugated cardboard are recycled. Recyclable materials are to be left in containers properly labeled and located in areas throughout the buildings.

10.12: Refuse Collection Services

- (a) Trash collection is provided by contract and under the supervision of the CFO/SBA. It is done on a regularly scheduled basis. Requests for special pickups should be directed to the Head Custodian or the CFO/SBA.

10.13: Disposal of Hazardous Wastes

- (a) Chemicals, oils, paints, radioactive or other hazardous waste should not be disposed of in trash or waste-water collection systems. If you have any questions regarding the storage or disposal of these materials, please contact the buildings and grounds department.

10.14: Security

- (a) Security services are provided by Rutgers University - Camden Police Department.
- (b) All visitors sign-in at the security desk before proceeding to the Central Office or to any other office or classroom in the school.
- (c) Security Guards will open and close school gates during student pick-up and drop-off.
- (d) Rutgers University—Camden Security Guards monitor the LEAP Academy University Charter School security video cameras and emergency telephones at the school sites. Rutgers University Police Department responds to emergency situations and will also notify Camden City Police Department, as deemed appropriate by the on-duty supervisor of Rutgers University—Camden Police Department.
- (e) Rutgers University—Camden Security guards will turn on lights and open doors each morning at the beginning of the shift and will turn off lights and lock doors each evening at the end of the shift and receive packages from outside vendors.

- (f) The Board Chair, Chief Operations Officer and Chief Financial Officer/School, Business Administrator and the Chief of the Rutgers University—Camden Police Department will meet twice per year to review all security issues and procedures.

G. Food Services Procedures

11.1: Daily Lunch Claim Amounts

- (a) Each building submits a Sales Activity Report (SAR) to the food service office on a daily basis which reports the amount of students in what eligibility category to claim for reimbursement. (see lunch application procedures to recognize how student lunch eligibility is determined). These numbers are tallied through the Point of Sale (POS) computerized counting system.
- (b) Eligibility lists are generated via the CFO/SBA's Office, electronically distributed to food service director, and school secretaries and imported to the student database automatically daily.
- (c) CFO/SBA's Office updates Eligibility list daily and submits to Food Service via e-mail. Food Service Director (FSD) verifies with POS system.
- (d) When students come through the lunch line, they input their personal identification number (PIN), student's picture and individual lunch status codes are displayed on screen for cashiers. Cashiers are trained on the significance of each lunch code.
- (e) If an "amount due" is displayed based upon the information in the POS, the cashier collects the money due from the student and completes the sale.
- (f) If the student does not have his/her money, the cashier enters it as a charged meal. Students are permitted to charge 5 meals and they receive a bagged lunch. After 5 charged meals, they will receive a cheese sandwich.
- (g) At the end of the day, the POS system is closed out and generates a report of the totals categorically.
 - These are the numbers that are reported on the SAR and submitted to the State for reimbursement (only for lunch).

11.2: State Report

- (a) A state report is completed by FSD for each above program on a monthly basis.
- (b) Lunch and Milk daily reported amounts are reviewed by CFO/SBA's Office and corrected, if necessary by referencing SAR and Milk Report for each site and/or by conferring with the site supervisors or the FSD.

(c) FSD then enters amounts into Food Service Management (FSM) accountability program which projects any seeable errors and generates an “edit check” worksheet. Worksheet is reviewed, approved and signed by the Director.

(d) Once approved, amounts are entered into web based reimbursement program.

All claims are first approved by Food Service Director, then approved and signed by CFO/SBA’s Office prior to submission to government.

11.3: Inventory Management

(a) Every time a delivery of frozen foods is scheduled from the government, a processor, or a distributor, these items are perpetually added into inventory by the Food Service Director.

(b) Government inventory is divided by all school and deliveries to each site.

(c) Government inventory is not comingled with purchased food products and a separate end of month inventory is performed on all government products.

(d) Food purchases are performed by the FSD through an online ordering system via Nutriserve Food Management. Deliveries are made to each school, and counted and verified by each school leader.

(e) Every month, an actual inventory of all school freezer and dry storage rooms is conducted by the unit leader and inputted by FSD into a distribution based program through Aramak’s Food Management for calculation.

(f) This inventory is compared to the totals of our purchased and usage. (Any discrepancies are addressed and resolved and/or documented, if necessary.)

(g) If the Food Service Director feels as though the schools have similar items in individual inventory that they are not going to need in the near future, the site leaders will be called and told to use the items that they have and their order of the similar items will be cancelled.

11.4: Department Timesheets/Payroll

(a) LEAP Academy sub-contracts the food service program for the National School Lunch Program (NSLP). All employees work for the sub-contractor and this company manages its own payroll.

H. Disposal of Assets

12.1: Record of Assets

(a) The district maintains a list of assets in two forms: fixed assets and insurable assets. Each of the items so listed are tagged with a sticker that contains an inventory number.

- (b) Assets are recorded at time of payment as to the location and function where they will be use.
- (c) As assets are moved the business office should be notified so records can be updated.
- (d) As assets are determined to no longer be useful by the budget manager they are listed on the internal document for other budget managers to review and possibly claim.
- (e) Items that are not claimed for use elsewhere are then brought to the Board's attention and permission is then given to the business administrator to dispose of the items.
- (f) The district's asset logs are updated to record the disposal of the items.

I. Insurance and Risk Management

13.1: Insurance

- (a) Most of the district's risk is covered by its insurance plan. Currently Zurich is the provider of the bulk of the district insurance plans. Worker's Compensation is underwritten by NJSBAIG.
- (b) The risks are reviewed annually with the district's broker and, if necessary, the plans are adjusted.

J. Enrollment Procedures

14.1: Enrollment Eligibility

- (a) Enrollment at the LEAP Academy is available to interested families who agree to the organizational philosophy and mission of the school as set forth by the charter and the Board of Trustees.

- (b) Enrollment preference is provided to students based on the following:

First Tier: Students who were enrolled at LEAP Academy the preceding year.

Second Tier: Siblings of students who were enrolled at LEAP Academy the preceding year and plan to return.

Third Tier: New families who reside in Camden.

Fourth Tier: New families who reside outside of Camden.

- (c) Once all available seats are filled (**60 seats for each grade level K-12 and beginning in school year 2010, an additional 60 students in 9th grade for the STEM Program**), a waiting list is established. A student on the Waiting List fills any seats that are vacated during the school year. Students on the Waiting List are also subject to completing all pre-enrollment procedures as outlined below:

14.2: Enrollment Orientation

- (a) The Enrollment Orientation has been established to provide families with the opportunity to get to know the school and understand the school's mission, organization and curriculum, as well as the requirements for families and students. This Orientation Meeting also provides the school the opportunity to get to know future families and students.

14.3: Continuing Enrollment

- (a) An application for continuing enrollment will be sent to every home during the first week of October are due the last Friday in October. **If LEAP Academy does not receive a family's Continuing Enrollment application, LEAP Academy will assume that the family is no longer interested in continual enrollment; and therefore, the student may be replaced with the next student on our waiting list for the next school year.**
- (b) *"Continuing Enrollment" applications (that includes siblings to be enrolled) will be identified by "Family Numbers" starting with "000".*

14.4: New Enrollment

- (a) A call for new applications will be provided in November 1st. Applications are due by 3rd Friday in December to maximize chances for enrollment. Proof of residence is required.
- (b) *"New Enrollment - Camden" applications will be identified by "Family Numbers" starting with "1000"*
- (c) *"New Enrollment – Non-Camden" applications will be identified by "Family Numbers" starting with "2000"*

14.5: Lottery and Waiting List

- (a) **Enrollment Lottery:** Once all eligible continuing students and their siblings are placed at the appropriate grade level, available spaces are opened for new enrollment. Should the school receive more applications for new enrollment than spaces available,

an Enrollment Lottery is held to select the families. To ensure that enrollment preference is provided to siblings, families will receive an application number and this number will be used for eligible children in the household for each appropriate grade level.

(b) The lottery shall be conducted on the 2nd Tuesday in January at 6:00 PM, in the following order:

- Siblings—starting with the highest grade available (12th) down to the lowest grade available (K) – *Family Numbers starting with “000 to 999”*.
- Camden City - starting with the highest grade available (12th) down to the lowest grade available (K) – *Family Numbers starting with “1000 to 1999”*.
- Non-Camden City - starting with the highest grade available (12th) down to the lowest grade available (K) – *Family Numbers starting with “2000”*

(c) **Waiting List:** The Waiting List will be established in three steps based on enrollment demand (seats available for a grade level). First names are used to fill available seats.

(e) **Age Eligibility for Kindergarten:** Children entering Kindergarten must reach the age of five by October 1 in accordance with N.J.S.A. 18 A:38-5. An original birth certificate must be submitted upon admission. Birth certificate must include parent’s name.

14.6: Enrollment Completion Process

(a) Parent Packet is submitted to parents/guardians for completion.

1. The Senior Administrator Enrollment Services will discuss all documents in Parent Packet.
2. Proper documentation will be collected from parents/guardians as follows:
 - i. Parent Packet data forms
 - ii. Transfer Card from residing district's public school attending
 1. If student is attending a private school. Parent/guardian must register their student in their district's public school and then transfer to LEAP Academy.
 - iii. Student's original birth certificate (must include parent's name)
 - iv. Student's immunization records (approved by our school nurse)
 - v. Student's complete physical (approved by our school nurse)
 - vi. Two forms of proof of address (lease, utility bill, tax papers, etc.)

1. If student lives with someone else, then a notarized letter is required stating that family lives with them.
 2. That person must submit proof of address as mentioned above.
- vii. Other documentation, such as legal custody papers, etc. if necessary.
- (b) If student does not live in Camden, in addition to the above, the parents/guardians must complete a transportation voucher (B6T) in order to receive transportation services or reimbursement in lieu of.
- (c) Once all documentation and paperwork is received and completed, parents/guardians are informed that their student will be officially enrolled at LEAP Academy.
1. Parent/guardian will inform Senior Administrator Enrollment Services of start date (based on uniform purchase and immunization/physical update)
 2. Senior Administrator Enrollment Services will assign the student to a bus (if applicable) and refer parent/guardian of student's to the principal to assign homeroom teacher, homeroom number, gym day if lower grade and student schedule, class assignments and locker codes if upper grade.
- (d) Senior Administrator Enrollment Services will inform all necessary faculty and staff of new student and start date, via e-mail and/or in writing.
- (e) Senior Administrator Enrollment Services will enter new student information in our student data software, and distribute paperwork to appropriate staff as mentioned above.
- (f) Senior Administrator Enrollment Services will update labels, Master Log spreadsheet, enrollment count, and inform via e-mail key administrators.

14.7: Enrollment Counts and Daily Attendance

- (a) Procedures for conducting enrollment counts and daily attendance have been incorporated as follows:
1. All new students are required to register with their local school district prior to enrolling at the LEAP Academy. The Senior Administrator Enrollment Services directs new families to the proper district office and ensures that all required registration documentation is filed with the local district.
 2. Daily student attendance is recorded in the school register during school hours on each day that the school is in session in accordance with N.J.A.C. 6:3-9. Students exceeding 10 days absent in a school year (excluding medical leaves) will be subject to grade retention. Four latenesses will count as an absence. Ongoing notification will be provided to families to ensure that attendance and late arrival issues are addressed immediately.

3. LEAP Academy will submit to the Commissioner of Education an enrollment report for the forthcoming year by June 1. Enrollment counts are to be conducted in October 15th and at end of the school year. The Senior Administrator Enrollment Services maintains all daily enrollment information and will prepare the enrollment counts in coordination with the School Business Administrator, building administrators and staff assigned to special services (Special Education and LEP). The enrollment data is submitted to the Commissioner of Education within three days of the enrollment count. LEAP Academy may not exceed its average daily enrollment as specified in the charter application.
4. All enrollment related functions are to be housed at the Office of Enrollment Services located in the upper school Main Office, including work area for Enrollment Specialist, DOENet Technical Manuals, enrollment documentation and copies of enrollment counts. The Senior Administrator Enrollment Services is to oversee the final preparation of enrollment counts, as well as report verifications and any additions or deletions. She communicates regularly with sending districts to ascertain consistency and accuracy, as well as facilitate coordination. The School Business Administrator presents adjustments to the budget based in enrollment changes after the NJDOE has issued adjustment reports. The Board of Trustees will ratify budgetary adjustments at a regular meeting.
5. Passwords for entering into the electronic enrollment system are restricted to the Senior Administrator Enrollment Services, School Business Administrator and the Chief Learning Officer.
6. Monthly Enrollment updates are submitted to the Board of Trustees.

14.8: Student Withdrawal & Exit Interview Procedures

- (a) LEAP Families who request to transfer their students need to provide a five-day notice. When a request for transfer is submitted, the Principals meets with the family to discuss reasons for transfer. A record of the exit interview is filed with the student file. Upon request, LEAP Academy sends the required student records to the new school.
 - o Senior Administrator Enrollment Services updates enrollment and calls the next student on the waiting list to replace seat. She informs all appropriate teachers and staff of transfer, including transportation and lunch program. The student's Residing District is informed of the change immediately.

- (b) Transfer Form - must be completed and signed by parent. The Principals sign the form after meeting with parent.
 - The form includes student name, grade, date-of-birth, gender, ethnicity, parent's name, old address, new address and phone number and State ID number (SID).
 - Parents are asked to indicate reason of transfer and new school students will be attending.
 - Copy of Transfer Form is kept in the Transferred Out file.
- (c) A log is kept of students that transferred out within the school year via Powerschool database system.
 - The log includes name of student, grade, date of transfer, residing district and where student transferred too.
 - This is used to update the DOENet on October 15th and last day of school.
- (d) Senior Administrator Enrollment Services will inform teachers and appropriate staff and directors of leave, via e-mail and memo.
- (e) Senior Administrator Enrollment Services will drop student from the Student Data Software, transportation listing and lunch program and update the enrollment count.
- (f) Student file is removed from the active student files and placed with the transferred out files.

K. Emergency Preparedness/Response:

15.1: Evacuation Procedures

- (a) Make sure evacuation routes are clearly posted by the entrance to your classroom.
- (b) Evacuate the building using designated emergency exit routes. Be prepared to use alternate routes if necessary.
- (c) Just prior to leaving your classroom/work area make a cursory search then secure the door after everyone has exited the room.
- (d) Bring class roster with you when you evacuate.
- (e) Do not use elevators to evacuate.
- (f) Make sure all known visitors and disabled individuals are assisted out of the building.
- (g) Do not allow students to stop and pick up personal items.
- (h) Once outside the building, make sure all students are at least 50 feet from the building.
- (i) Stay with your class at all times.

- (j) Report any injuries immediately to designated person in charge.
- (k) Report any misbehavior immediately following the all-clear signal.
- (l) If being evacuated to an off site location follow directions and do not all students to wonder from the group.

15.2: External Lockdown

- (a) An external lockdown provides protection from potential threat outside the building.
- (b) Close all exterior blinds immediately. Report all nonfunctioning blinds as soon as you become aware of them.
- (c) Keep all students away from exterior windows.
- (d) Make sure classroom doors are locked.
- (e) Instruction should continue as normal to maintain a calm environment.
- (f) Change of classes may be restricted.
- (g) Do not allow any students out of the classroom until you receive the all-clear sign.
- (h) Listen and follow all directions. Check e-mail for additional instructions and information.
- (i) Ignore any fire alarm activation unless otherwise advised.

15.3: Internal Lockdown

- (a) An internal lockdown is intended to protect students and staff from an immediate threat located inside the building.
- (b) When a lockdown is declared, either via the intercom or in person, all personnel must act immediately without hesitation to secure the building.
- (c) Prior to locking the classroom door all teachers must check the hallways and bring any students found into their classroom.
- (d) Each floor will have one teacher designated to check that floor's lavatories for students; if found escort them to the teacher's classroom.
- (e) Lock classroom/office doors and turn off lights.
- (f) Keep students out of sight and quiet.
- (g) Do not allow anyone into the class until the lockdown has been declared over and you have received an "all clear" message.
- (h) Advise students that an emergency exists and maintain a calm attitude to maintain student behavior.
- (i) Only use the classroom phone in an extreme emergency. The phone line needs to be available for relaying directions and information.
- (j) Ignore any fire alarms.
- (k) Remain in the classroom until a public safety official or a member of the school administration comes to your class with directions or announces an "all clear" message. If students are moved out of the classroom. Help to move them in an orderly manner as quietly as possible.

- (l) Stay with your class until the emergency is declared over.

15.4: Bomb Threat

- (a) When a bomb threat is made obtain as much information as possible from the caller – note the exact time of the call and record the number showing on caller ID.
- (b) Listen carefully – DO NOT INTERRUPT OR ARGUE WITH THE CALLER – write down the entire message accurately.
- (c) Do not put the caller on hold to get someone else to handle the call.
- (d) Notify the school administrator immediately following the call.
- (e) If the threat is made via e-mail, immediately print a hard copy of the message then contact the school administrator and building computer specialist. DO NOT DELETE THE MESSAGE OR TURN OFF THE COMPUTER.
- (f) During a bomb threat emergency avoid using walkie-talkies and cell phones.
 - a. Follow evacuation procedures.
- (g) If a suspicious object is found it should not be touched or moved. Maintain a 500 ft. clearance of the object.
- (h) When the police bomb squad arrives they are in charge. Follow all of their orders and help as much as possible.

15.5: Medical Emergency (911)

- (a) REMAIN CALM.
- (b) Do not attempt to move a person who is injured or ill, unless they are in immediate danger of further injury.
- (c) Unless certified to provide first aid, DO NOT ATTEMPT TO RENDER ANY FIRST AID, wait for trained personnel to arrive.
- (d) As soon as possible contact the front office and the nurse's office.
- (e) Try not to come in contact with any bodily fluids without protective equipment on. If you do, rinse the contacted area as soon as possible with soap and warm water.
- (f) If an ambulance or additional medical personnel are needed the school administrator or school nurse will place the call. In an extreme emergency, when time is of an essence, immediately dial 911 then notify the school administrator and/or school nurse.
- (g) After the victims immediate needs have been taken care of, remain to assist medical service with pertinent information about the incident.
- (h) Preserve the scene of the medical emergency in the event the incident will require an investigation by the school or law enforcement personnel.
- (i) As soon as possible complete an incident form and submit it to the main office.

15.6: Hostage Taking Within the School Building

- (a) Immediately move students away from the assailant to a safe place.
- (b) Remain calm.
- (c) Notify the main office immediately if doing so does not put you or your students at risk.

- (d) Do not allow students to be left alone.
- (e) Do not attempt to unarm an armed assailant.
- (f) DO NOT MAKE ANY PHYSICAL CONTACT WITH THE ASSAILANT.
- (g) Once informed, the school administrator will immediately contact local law enforcement personnel.
- (h) Notify other school building staff to secure their building.
- (i) Keep accurate time and specific log of entire incident.

15.7: Shooter Within the Building

- (a) DO NOT ATTEMPT TO DISARM ASSAILANT.
- (b) Do exactly what the assailant demands.
- (c) Stay away from windows and doors.
- (d) If you are not in contact with the assailant lock and barricade classroom door and have students lay face down and together on the floor.
- (e) Immediately contact the school administrator so they can contact local law enforcement personnel.
- (f) Once law enforcement personnel arrive they are in charge.

15.8: Weapons on School Property

- (a) Upon suspicion of a weapon in or around the school building immediately contact the school administrator.
- (b) Obtain as much information as possible about potential the weapon (knife, gun, other). Find out who has the weapon and where is it located (on their person, in their book bag, locker).
- (c) DO NOT ANNOUNCE THAT A WEAPON IS ON SCHOOL PROPERTY.

15.9: Suicide, Threat, Attempt and/or Completion

- (a) If there is a threat or attempt of suicide immediately dial 911 the notify school administrator so they can arrange for immediate counseling.
- (b) Contact parent/guardian and inform them of the threat/attempt and help them arrange family counseling.
- (c) If a suicide was completed, contact school administrator, who will contact appropriate authorities.
- (d) If a suicide was completed, the school administrator will contact the family.

- (e) Assess the need for school wide counseling services.

15.10: Death In School

- (a) Immediately notify school administrator and/or security.
- (b) School administrator or security will call Camden City law enforcement personnel and the Rutgers Police (225-6009).
- (c) School Administrator will notify family.
- (d) In the case of a violent, public, accident or a death due to illness contact the school administrator.
- (e) Plan and coordinate traumatic loss counseling with Crisis Response Team and other personnel as necessary.
- (f) DO NOT USE THE SCHOOL INTERCOM SYSTEM TO INFORM STAFF AND STUDENTS.

15.11: Death After School Hours

- (a) In the case of a violent death of a school aged youth after school hours the appropriate law enforcement department will notify the Board of Trustees Chairperson, who will in turn notify the Lead Person, who will notify the Crisis Response Team (CRT). The CRT will decide and coordinate appropriate actions, which should include, but not be limited to the following:
 - (b) Determine appropriate counseling measures.
 - (c) Hold an emergency faculty meeting to inform staff.
 - (d) Arrange for grief/bereavement counseling services for staff and students.
 - (e) Notify student's parents/guardians of the tragic event.

15.12: Child Kidnapped, Missing or Lost

- (a) A student should only be released from school to custodial parents/guardians or the approved emergency contact person(s) listed on the most up to date emergency contact card. If a student is missing from school, or a parent/guardian reports that a child has not returned home follow the following steps:
 - (b) Immediately notify the school administrator.
 - (c) School Administrator will notify appropriate authorities to activate Amber Alert if necessary
 - (d) Determine if the student is a "walker" or "bused". If bused contact the
 - (e) transportation company and gather additional information from the appropriate bus driver.
 - (f) The school administrator will contact the Camden City Police, Rutgers police and the Board of Trustees Chairperson.

- (g) Do not release any information to the press

15.13: Chemical Hygiene Plan

(a) If Outside

- i. Move upwind away from spilled material.
- ii. Notify school administrator.

(b) If Inside

- i. Avoid direct or indirect contact with spilled material.
- ii. Flush with water immediately any body in direct contact.
- iii. Carefully remove any contaminated clothing.
- iv. Move to alternate location with common ventilation system to avoid fumes.

15.14: Fire Drills

(a) SIGNAL: 5 SHORT BELLS RUNG IN A CONTINUOUS CYCLE.

(b) PROCEDURE DURING CLASS TIME

1. Students exit classroom via both doors and WALK in orderly lines.
2. Students evacuate the building by designated routes to the assembly area (see map).
3. NO TALKING IS PERMITTED!!
4. Teachers:
 - a. Take your EMERGENCY FOLDER and attendance cards with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. DO NOT LOCK. (Later entry may be required.)
5. In assembly area, teacher takes roll and accounts for each child.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
7. Students remain in orderly and silent lines until all clear signal is given (one long bell).

(c) PROCEDURE USED BEFORE SCHOOL. DURING LUNCH AND RECESS

1. Students WALK to the assigned place on the yard where they meet their teacher before school.

2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

(d) PROCEDURE DURING P.E.

- (a) Teacher, or supervising adult, stops play, organizes class(es) into silent and orderly lines and conducts class(es) to assembly area.

(e) PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.

- (f) All School Personnel, Certificated and Classified are to participate in all fire drills.

- (g) Parents, guests and community people on the grounds during a drill must participate.

- (h) Adults are reminded that no talking is allowed. Please be good role models for the children.

L. Student Transportation

16.1: Notification to district board of education

- (a) The lead person of the charter school or designee shall notify the district board of education in which each student resides of the need for transportation. Notification shall be given by March 20 preceding the school year in which transportation services are to be provided, or at the time of each student's registration in the charter school if such registration occurs after March 15. This notification shall be submitted on the form prescribed by the Commissioner of Education and shall include the student's name, address, grade, one-way mileage from the student's home to the charter school and the name of the last school of attendance, if any. The lead person of the charter school shall ensure the accuracy of the information contained in the application for charter school transportation, except for the one-way mileage from the student's home to the charter school. A late application shall be any request received by the district board of education after March 15.

- (b) The lead person of the charter school or designee shall submit the school calendar to all district boards of education responsible for providing transportation services for their students by May 15 preceding the school year in which transportation is being requested.
- (c) In January and May of each year, the lead person of the charter school or designee shall certify, on forms prescribed by the Commissioner of Education, that the students were enrolled for each semester of the academic year. The certification forms shall be returned to the district board of education in which each student resides as prescribed by the board.
- (d) The lead person of the charter school or designee shall immediately notify in writing the district boards of education in which the students reside when a student eligible for transportation or aid in lieu of transportation has a change in address or withdraws from the charter school. Whenever a student has a change in address, a new application for charter school transportation shall also be submitted.
- (e) The lead person of the charter school or designee shall immediately notify the district board of education in which students reside, in writing, whenever there is a change in the location of the charter school.

16.2: Responsibilities of the parents or legal guardians

- (a) At the time of enrollment in a charter school, and whenever there is a change of address, it shall be the responsibility of the parents or legal guardians of a charter school student to provide the lead person of the charter school with the student's name, address, grade, one-way mileage between the student's home and the charter school and the name of the last school of attendance, if any.
- (b) When a student lives outside of a charter school's district or region of residence, the parents or legal guardians of that student shall notify the district board of education in which the student resides, in writing, of their choice of paying the amount in excess of the maximum statutorily established nonpublic school per student expenditure, or receiving aid in lieu of transportation.
 - i. If the parents or legal guardians of the charter school student do not submit a written request for transportation services, then the student shall not be entitled to transportation, but the parents or legal guardians shall receive the annual maximum statutorily established amount in lieu of transportation.
 - ii. The student's parents or legal guardians who choose to pay for transportation shall do so in the manner prescribed by the district board of education in which the student resides.
 - iii. The student's parents or legal guardians receiving aid in lieu of transportation shall submit a Request for Payment of Transportation Aid voucher to the district board of

education in which the student resides in the manner prescribed by the board in order to receive aid in lieu of transportation.