

Policy

Board of Education Woodbridge Township

TABLE OF CONTENTS

800	OPERATIONS
801	Public Records
802	School Organization
803	School Calendar
804	Emergency Evacuation of Schools
805	Child Abuse
806	Food Services
807	Free and Reduced Rate Meals
808	Pupil Transportation
809	Senior Citizen Transportation
810	Property Insurance
811	Liability Insurance
812	Bonding
813	District Mail Service
814	Insurance Brokers
820	Site-Based Management
821	Exposure Control Plan
822	Hazardous Routes
830	Special Education Medicaid Initiative (SEMI) Program

Policy

Board of Education Woodbridge Township

#801 PUBLIC RECORDS

The Woodbridge Township Board of Education (“Board”) recognizes the importance of maintaining public records (“records”) as the record of the acts of the Woodbridge Township School District (“District”) and the repository of the information about the District. Members of the public have the right under New Jersey’s Open Public Records Act, N.J.S.A. 47:1A-1, et seq., to access, copy, or examine the District’s records during regular business hours, with certain statutory exceptions.

The Board designates the Business Administrator/Board Secretary as the Custodian of Records (“Custodian”). Requests for records shall be submitted to the Custodian in writing, using the Board’s Records Request Form. The Custodian shall reply to all requests promptly and shall grant or deny access to each record within seven business days of the request’s receipt, provided that the record is available and not in storage or archived. If a record is in storage or archived, the Custodian shall respond within seven business days that the record is temporarily unavailable and make arrangements to promptly make the record available.

A copy or copies of a record embodied in the form of printed matter may be purchased by any person upon payment of the following fee(s):

- \$0.05 per letter size page
- \$0.07 per legal size or larger

Access to electronic records and non-printed materials shall be provided free of charge, but the Custodian may charge for the actual costs of any needed supplies such as computer discs.

The Custodian shall provide a copy of a record in the medium requested if the Board maintains the record in that medium. If the Board does not maintain the record in the medium requested, the Custodian shall provide a copy in some other meaningful medium. In either event, the copy will only be produced upon payment of the actual cost of duplicating the record in that medium.

The Custodian shall prominently post a clear statement in public view that sets forth the right to appeal the Board’s decision with regard to the production or lack of production of records and the procedure by which an appeal may be filed.

Pupil records are not public records, pursuant to OPRA and the regulations of the State Board of Education at N.J.A.C. 6A:32-7.1 et seq.

Reference: N.J.S.A. 47:1A-1, et seq.; N.J.S.A. 18A:36-19; N.J.A.C. 6A:32-7.1(g)10; N.J.A.C. 6A:32-7.4 through 7.6

Date adopted: 12/21/78
Dates revised: 1/18/07, 10/13/10

Policy

Board of Education Woodbridge Township

#802 SCHOOL ORGANIZATION

The Board recognizes that the grouping of grades and services within the facilities of the district can assist the efficient operation of the district and help achieve a more effective instructional program.

The schools of this district shall be organized as follows:

Elementary schools: Grades K through 5

Middle schools: Grades 6, 7, and 8

High schools: Grades 9 through 12

Modifications in the organizational plan of the schools may be made only by the Board of Education upon the recommendation of the Superintendent of Schools. The Superintendent shall continually monitor the effectiveness of the schools' organizational plans and recommend to the Board such modifications in the plans which are in the best interests of the students, make wisest use of district resources, and serve the educational goals of this Board.

Date adopted: 12/21/78

Date revised: 11/15/90



Policy

Board of Education Woodbridge Township

#803 SCHOOL CALENDAR

The Board of Education shall determine annually the number of days and when the schools of this district shall be open for instructional purposes.

The Superintendent of Schools is responsible for the preparation of a school calendar to be presented to the Board of Education prior to the beginning of each academic school year. The calendar shall provide for a minimum of 180 days of instruction, as required by law. However, for appropriate reasons the Superintendent of Schools may alter the regular session whenever he/she deems it necessary and desirable consistent with the policies of the district.

The decision to close school, delay the opening of school, or dismiss school early for emergency reasons is delegated to the Superintendent of Schools. The Superintendent will base his/her judgment of weather and safety data available at the time.

The Board of Education adopts the following policy with regard to events on religious holidays:

No team, band, club, or group of students representing any of the public schools of Woodbridge Township shall participate in any athletic contest or other event on the religious holidays of Rosh Hashanah (two days), Yom Kippur, Christmas, Passover (first two days), Good Friday, and Easter. Practices or other preparatory activities may be conducted but participation in any athletic contest or other event, or participation in practices of other preparatory activities on any of the religious holidays on the Commissioner's list, will not result in penalty to students who choose not to participate in the activity because of his/her particular religious convictions.

Reference: 18A:25-3, 36-1, 36-2, 36-16, 58-16

Date adopted: 4/18/73

Dates revised: 5/20/74, 12/21/78, 9/21/89

Policy

Board of Education Woodbridge Township

#804 EMERGENCY EVACUATION OF SCHOOLS

The Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall insure that:

- A. the health and safety of students and staff are safeguarded;
- B. the time necessary for instructional purposes is not unduly diverted;
- C. minimum disruption to the educational program occurs;
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Reference: 18A:41-1, -2; N.J.A.C. 6:21-11.4

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#805 CHILD ABUSE

As an agency of the state, the Board is concerned with the physical and mental well-being of children and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

The Superintendent shall develop procedures for compliance with the statutory requirements that instances of child abuse be reported and, to the extent possible, children be treated for injury and protected against further injury.

Reference: 9:6-8.21 et seq

Date adopted: 5/19/75
Date revised: 12/21/78



Policy

Board of Education Woodbridge Township

#806 FOOD SERVICES

The Board recognizes the midday meal as an important part of each school child's day. The Board shall provide cafeteria facilities in the middle and high schools of this district, and food service for the purchase and consumption of lunch and snacks shall be available in all the schools of this district.

The operation and supervision of the food services program shall be the responsibility of the Business Administrator/Board Secretary. The cafeterias shall be operated as an enterprise. A periodic review of the cafeteria accounts shall be made by the Business Administrator/Board Secretary. Surplus funds shall be used to reduce the cost of the service to the students or to purchase cafeteria equipment.

All monies derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other monies belonging to the school district. Such monies shall be expended in such manner as may be approved and directed by the Board but no amount shall be transferred from the Food Services Account to any other account or fund, except in the manner authorized by the Board.

Reference: 18A:33-3 et seq, 58-7.1 et seq

Date adopted: 12/21/78
Date revised: 5/21/09

Policy

Board of Education Woodbridge Township

#807 FREE AND REDUCED RATE MEALS

The Board recognizes the importance of good nutrition to each student's educational performance. The Board shall provide needy children with lunch at a reduced rate and at no charge to the student.

Children shall be eligible for free or reduced rate meals who would not otherwise receive proper nourishment. Such needy students shall be known by the criteria issued annually by the state. The Board designates the principal of each school to determine, in accordance with Board standards, the eligibility of students for free and reduced rate meals.

The schools shall notify all interested persons of the availability, eligibility requirements, and application procedure for free and reduced rate meals by distributing an application to the family of each student enrolled in the school.

An application form shall be given to each individual who requests one. Applicants shall be given at least two weeks to file an application. A decision on eligibility shall be rendered within three days after each such application has been received and delivered in writing to the applicant. Whenever an application is denied, the parents may appeal that decision to the Assistant Superintendent. Each denial shall carry notice of the applicant's right to appeal and the procedures by which to do so.

The identity of children receiving free or reduced rate meals will be protected and they shall not be required to work as compensation for receiving free or reduced rate meals.

Reference: 18A:33-5, 58-7.2; N.J.A.C. 6:79-1.1 et seq

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#808 PUPIL TRANSPORTATION

- A. New Jersey State Statutes (18A:39) regarding Pupil Transportation and the New Jersey Administrative Code (Chapter 21) which implements state statutes, provide for state aid for pupil transportation to and from school for:
1. Elementary (K-8) pupils who live beyond two (2) miles from the school of attendance;
 2. Secondary (9-12) pupils who live beyond two and one-half (2-1/2) miles from the school of attendance;
 3. Handicapped students for lesser distances if the handicap is such that transportation is necessary;
 4. Non-public school students to the extent required by law.
- B. The Woodbridge Township Board of Education has adopted rules and regulations not inconsistent with state statutes, rules, and regulations to provide for a safe, efficient, and economical system of transportation services for pupils within the Woodbridge Township School District and in accordance with the following policy:
1. Type of service rendered shall be either:
 - a. contracted;
 - b. district-owned or leased
 2. Priorities governing pupil transportation shall be in the following order:
 - a. Safety of pupils;
 - b. State statutes, and rules and regulations governing pupil transportation;
 - c. The mode and method of services required;
 - d. The overall efficiency of a route.
 3. System of bus routing shall be in accordance with the following:

Pupil transportation bus routes are to be developed on a perimeter and semi-perimeter routing system, except that adjustments will be made for special needs of the handicapped students.

 - a. Perimeter routing shall be defined as: buses will only travel on major roadways and will have designated stops to pick up and discharge students.
 - b. Semiperimeter routing shall be defined as: buses will travel on minor roadways and will have designated stops to pick up and discharge students.
 - c. All students shall be required to walk from other roadways to the perimeter or semiperimeter bus stops within the prescribed maximum distance as indicated elsewhere in this policy.
 4. Unaided transportation shall be provided in accordance with the following:
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Policy

Board of Education Woodbridge Township

Transportation may be provided for lesser distances where hazardous conditions exist. The Board of Education will make the final decision as to "hazardous conditions" upon recommendation of the Superintendent of Schools, the Business Administrator, and the Supervisor of Transportation. The recommendation shall be based upon the following criteria:

- i. As the local police department has the right, knowledge, and expertise to determine whether or not a roadway or bus route is hazardous, consultation with the Woodbridge Township Police Department is mandatory;
 - ii. The police department will conduct an on-site inspection of the area;
 - iii. The police department will review and discuss their findings with the Transportation Committee of the Woodbridge Township Board of Education.
- C. The Board of Education should conduct a periodic review of existing bus routes to determine if hazardous conditions still exist. If the "hazardous condition" no longer exists, the route will be discontinued at the close of the school year in which the review is conducted.
1. Length of time for pupils riding on a school vehicle to and from school:
Every effort will be made to limit the maximum amount of time a pupil must ride a school vehicle in one direction within the district.
 2. Other pupil transportation services provided by the district are:
 - a. Late bus routes will be set up as needed on a scheduled basis for all secondary schools. Such bus routes will be perimeter bus routes only.
 - b. District vehicles will be provided for field trips depending upon availability of buses and established time schedules.
 3. Transportation for non-public school pupils shall be provided, subject to the following:
 - a. Transportation to and from non-public schools will be provided to the extent required by law.
 - b. It is the responsibility of the non-public school to provide a school calendar for the year to the Supervisor of Transportation on or before June 30 of each year.
 - c. The Supervisor of Transportation must be notified (in writing) at least two weeks in advance of any change in the established calendar that requires changes in transportation services; however, such changes must be done within the limits of the total transportation structure and the financial limits established for non-public school routes.
 4. Driver training shall be conducted as follows:
 - a. School bus drivers shall be properly trained and licensed as school bus operators.
 - b. Drivers will be required to attend and participate in school bus driver inservice workshops as established by the Business Administrator and the Supervisor of Transportation. This applies to both district employed drivers and the drivers of any contracted school transportation service.
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Policy

Board of Education Woodbridge Township

5. District pupil safety programs shall be conducted as follows:
 - a. Safety films and safety programs shall be presented to students.
 - b. Emergency evacuation drills conducted at least twice a year.
 - c. Safety pamphlets and visual aids shall be provided for all pupils.
6. The duties of the Supervisor of Transportation shall be as follows:

The Supervisor of Transportation shall be in charge of the total operation of the district's transportation program, subject to statute, rules and regulations, and Board policy, and be responsible to the Business Administrator. The Supervisor of Transportation shall be the representative of the Board in connection with services provided by contracted operators.
7. All repairs and maintenance of district vehicles and equipment shall be performed by the Transportation Department.
8. Consideration will be given to requests to change bus routes and/or bus stops of transported pupils on the written communication of the parent or guardian provided the requests can be accommodated within the scope of this policy.

Reference: 18A:25-2, 39-1 et seq, 46-23; 27:15-16; 39:1-1; 39-1.1 et seq; N.J.A.C. 6:21-1 et seq; 6A:27-1.1 et seq.

Date adopted: 12/15/77

Dates revised: 12/21/78, 4/19/12

Policy

Board of Education Woodbridge Township

#809 SENIOR CITIZEN TRANSPORTATION

New Jersey Administrative Code Chapter 6:3-4.1 permits Senior Citizen transportation, and the Woodbridge Township Board of Education wishes to permit the use of school buses, owned or leased by the school district, for the purpose of transporting senior citizen groups to and from events within its district or in any contiguous district as approved by the Board of Education.

Therefore, the Woodbridge Township Board of Education does establish the following policy for Senior Citizens transportation.

DEFINITION:

Senior Citizen - Those people of the State of New Jersey who are 60 years of age or older and their spouses. (As per N.J.S.A. 6:3-4.1(a))

Group - Ten or more persons including senior citizens and their spouses. (As per N.J.S.A. 6:3-4.1(a))

- A. The use of school buses by Senior Citizen groups shall not interfere with the transportation of school pupils.
 - B. The hours of use shall be construed as "after 4:30 p.m. on school days, and from 7 a.m. to 11 p.m. on non-school days and holidays."
 - C. Buses so used shall be operated only by persons licensed as bus drivers for the Woodbridge Township School District.
 - D. The Woodbridge Township Board of Education shall require groups seeking such use of school buses to pay the costs of fuel, driver salaries, insurance and depreciation.
 - E. School buses, when used to transport senior citizens groups, shall load and unload at a designated point out of traffic. No passengers shall be picked up or discharged en route.
 - F. The group requesting use of school buses will secure a "Senior Citizen's Transportation Form" from the Transportation Department.
 1. The form shall be completed and returned to the Supervisor of Transportation at least two weeks prior to date of trip.
 2. Upon receipt of completed Senior Citizens' Transportation Form, the trip will be scheduled and a confirmation will be returned to the group.
 3. Upon completion of trip, the Supervisor of Transportation will submit to the group a statement of costs. This will be payable to the Board of Education, Township of Woodbridge, within 30 days.
 4. Cancellations must be made at least two days prior to date of trip, or group will be held accountable for costs incurred.
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Policy

Board of Education
Woodbridge Township

Reference: 18A:39-22 et seq, N.J.A.C. 6:3-4.1

Date adopted: 7/14/77

Date revised: 12/21/78

Policy

Board of Education Woodbridge Township

#810 PROPERTY INSURANCE

The Board recognizes its responsibility under law to keep all insurable property of this school district, real and personal, insured for its replacement value against loss or damage by fire and has adopted as policy the extension of that coverage to theft, water damage, glass breakage, explosion, boiler damage, smoke, wind storm, and vandalism.

In placing the insurance coverage, the Board shall be guided by the price of such coverage, the ability of the insurer to meet prescribed obligations promptly and fully, and the reputation and past performance of the agent of the insurer.

The Board shall appoint an insurance advisor who shall:

- A. Review the insurance program of the district, consider alternatives, and report recommendations to the Board;
- B. Recommend specific insurance placement and prepare specifications for same;
- C. Recommend such measures as may reduce the cost of insurance premiums.

Reference: 18A:18A-42(e), 18A:20-25

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#811 LIABILITY INSURANCE

The Board recognizes the risks it faces in the ordinary course of conducting a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Board shall, in accordance with law, insure its employees against injury or death resulting in the course of their employment and chooses also to:

- A. insure members of the Board, officers, and employees of the district against liability for damages for death, injury to person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment;
- B. insure against any liability arising out of the use of motor vehicles in connection with the conduct of automobile driver training courses;
- C. insure against any major liability arising from the use of a motor vehicle by an employee or student of the district in the performance of district business.

Reference: 18A:12-20, 16-6, 18A:42(e)

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#812 BONDING

The Board recognizes that prudent trusteeship of the resources of this district dictate that employees responsible for the safekeeping of district monies be bonded.

The district shall be indemnified against loss of money by bonding of employees holding the following positions and in the amounts indicated:

Title of Employee	Amount of Bond
Custodian of School Monies	per N.J.A.C.
Supervisor of School Lunches	\$15,000

All other employees shall be covered under a blanket bond to the amount of \$10,000.

The Board shall bear the cost of bonding each employee required to be bonded by this policy or by statute.

Reference: 18A:17-6. 17-32; N.J.A.C. 6:3-1.5

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#813 DISTRICT MAIL SERVICE

The district mail service will operate in accordance with a schedule determined by the Business Administrator/Board Secretary. For economic reasons, all personnel having need of this service should observe the schedule and not request that special trips be made. The district mail service is not to be used for personal deliveries.

Date Adopted: 2/14/80
Date Revised: 6/29/04

Policy

Board of Education Woodbridge Township

#814 INSURANCE BROKERS

The Board of Education recognizes the need to carry appropriate insurance for all purposes required by a business entity.

It is the Board's intention to have appropriate insurance in accordance with law for the protection of the district and its employees. However, it is the desire of the Board to possess the proper insurance at the lowest possible cost to the tax payers of the community.

Professional insurance consultant services for employee benefits and for property/casualty and workers compensation coverage will be provided to the Board without compensation to the Broker of Record which shall be compensated only by means of commissions paid directly by the respective insurance companies.

Date adopted: 1/24/91
Date revised 12/12/96

Policy

Board of Education Woodbridge Township

#820 SITE-BASED MANAGEMENT

- A. The Board of Education recognizes that:
1. research on effective schools indicates that teacher involvement is a critical element in school improvement;
 2. when teachers and principals work together to meet common goals, learning is more likely to take place;
 3. schools today serve an increasingly more diverse student population;
 4. the educational needs of students vary - sometimes dramatically from school to school;
 5. teachers who see the educational needs of students most directly are often in the best position to determine the educational approaches that will best meet those needs;
 6. today, there is mounting evidence that parent involvement in education is a critical component in student learning;
 7. students, like teachers and their parents, are more satisfied with an educational program they believe is designed to meet their unique needs;
 8. participation in processes that influence their learning provides an opportunity for students to become more responsible for their education and the education of their peers;
 9. our public schools require an increasing level of support from an increasing percentage of the population who are not even directly involved with the schools.
- B. The Board of Education supports the conduct of a pilot program in Site-Based Management. The following guidelines shall be followed.
- This pilot shall be open to schools whose principals volunteer. There shall be a district-wide committee which will:
1. design guidelines for the school committees;
 2. provide training for participants;
 3. monitor and oversee the pilot project; and
 4. collect data that can be used to determine the impact, if any, of the pilot project.
- C. Each committee shall be given flexibility in how it organizes and operates. Student participation shall be limited to the high school level committees.
- D. The Board of Education shall be informed of progress in mid-year and at the end of the year. The pilot shall be in operation for two years. At the end of the two years the Board will make a determination as to future activities of this nature.

Date adopted: 2/15/90

Policy

Board of Education Woodbridge Township

#821 EXPOSURE CONTROL PLAN

The Woodbridge Township School District is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910,1030.

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- A. Employee exposure determination;
- B. The procedures for evaluating the circumstances surrounding an exposure incident;
- C. The schedule and method for implementing the specific sections of the standard, including:
 - 1. Methods of compliance;
 - 2. Hepatitis B vaccination and post-exposure follow-up;
 - 3. Training and communication of hazards to employees;
 - 4. Recordkeeping.

Date adopted: 1/20/94

Policy

Board of Education Woodbridge Township

#822 HAZARDOUS ROUTES

The philosophy of the Woodbridge Township Board of Education indicates that we believe it is the district's responsibility to create an environment for learning. Within that environment, it is important that all staff members connected with the district observe all laws and set an example for student behavior.

Therefore, the Board of Education, in conjunction with the Woodbridge Police Department, will identify and reevaluate all hazardous routes for the determination of hazardous non-mandated transportation for students that live within two miles for elementary and 2½ miles for secondary schools. Hazardous routes will be determined by the following criteria, but not limited to these criteria:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpass that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school;
10. Busy roads or highways that must be crossed to reach the school.

It will be these criteria that set forth the description of the Board of Education to maintain or change hazardous routes, depending upon existing circumstances or changes in existing circumstances.

Reference: N.J.S.A. 18A:39-1.5

Date adopted: 1/20/05
Date revised: 2/15/12

Policy

Board of Education Woodbridge Township

#830 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

The chief school administrator or designee shall ensure that the district follows all required procedures to maximize its revenue from reimbursements under the Special Education Medicaid Initiative (SEMI) Program. This Program allows the district to recover a portion of the cost of certain health-related services considered medically necessary in a student's Individualized Education Program (IEP), including evaluation services, physical, occupational and speech therapy, and specialized transportation services.

Procedures to be followed are included in the SEMI Provider Handbook, found at www.state.nj.us/treasury/administration/SemiMac.htm. These procedures include, but are not limited to:

- Maximizing the return rate of parental consent forms for all SEMI eligible students.
- Appointing a SEMI Coordinator to coordinate with the Public Consulting Group (PCG) in fulfilling the Local Education Agency's (LEA) operational responsibilities for SEMI.
- Verifying that student services submitted to PCG for Medicaid claiming are included in the student's IEP which is valid for the dates of service.
- Verifying that service providers have the appropriate qualifications or credentials for Medicaid billing.
- Verifying that signed written parental consent to bill Medicaid has been obtained prior to submitting service records to PCG for Medicaid billing.
- Verifying that transportation services billed to Medicaid are: (1) for transportation on specialized vehicles; (2) included in the student's IEP; (3) for a student who received another Medicaid covered service on the day transportation is billed; and (4) for a student who actually used the transportation service.
- Monitoring service documentation compliance by related service providers and conducting necessary follow-up.

In accord with the Family Education Rights and Privacy Act (FERPA), the district shall obtain the parent/guardian's informed written consent prior to any disclosures of personally identifiable information from education records, including health information, to the Medicaid program for Medicaid claim submission.

All supporting documentation for Medicaid claims shall be maintained on file and available for state or federal audit for at least seven years from the date of service. Records shall fully document the basis upon which claims for reimbursement are made.

Legal References: N.J.S.A. 18A:55-3 School Districts, conditions for receipt of State aid; efficiency standards
 N.J.A.C. 6A:23A-5.3 Failure to maximize Special Education Medicaid Initiative (SEMI)
 20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Policy

Board of Education Woodbridge Township

Cross References: 42 U.S.C. §1396 Social Security Act
 N.J.S.A. 30:49-1 to 19 Medicaid Program Integrity and Protection Act
 N.J.A.C. 10:49 et. seq. New Jersey Medicaid Administration Manual

Reimbursable Services: N.J.S.A. 45:9-37.13 Physical Therapy
 N.J.S.A. 45:9-37.53 Occupational Therapy
 N.J.S.A. 45:3B-2 Speech Therapy
 N.J.S.A. 45:14B-2 Psychological Counseling
 N.J.S.A. 45:11-23 Nursing Services
 N.J.A.C. 6A:14-3 Evaluation Services

Date Adopted: 12/18/08
